

**NEW HAMPSHIRE POLICE STANDARDS
&
TRAINING COUNCIL
TRAINING CALENDAR
2004-2005**



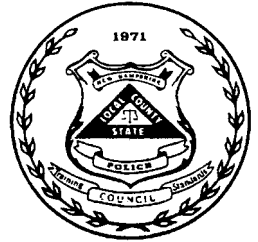
LAW ENFORCEMENT MEMORIAL

**SHERIFF MICHAEL L. PROZZO JR.
CHAIRMAN**

**KEITH H. LOHMANN
DIRECTOR**



State of New Hampshire
POLICE STANDARDS & TRAINING COUNCIL
17 Institute Drive — Concord, N.H. 03301-7413
603-271-2133 FAX 603-271-1785
TDD Access: Relay NH 1-800-735-2964



Sheriff Michael L. Prozzo, Jr.
Chairman

June 22, 2004

Keith H. Lohmann
Director

FROM: Sheriff Michael L. Prozzo, Chairman

SUBJECT: 2004 – 2005 Training Calendar

TO: All New Hampshire Law Enforcement Agencies

Once again, we are pleased to present you with this copy of our new Training Calendar for the upcoming academic year.

The classes represented in this calendar were chosen as a result of input from the law enforcement and corrections community, and extensive discussions at the Council's annual retreat and planning session. We hope they will assist you in filling your training needs.

Law enforcement continues to have ever-changing needs, and in addition, training is becoming more and more difficult as budgets are squeezed ever-tighter. We were one of the pioneers in the nation with the Gregg Public Safety Academy in Littleton, and by January of 2005, we will have opened two additional sites, one in the Keene area, and the other on the seacoast. As we increase our offerings to the satellite sites, we hope that you will make use of them and in doing so, reduce costs in travel to train your officers. We also have the Primedia satellite training available to every police department statewide funded through a federal grant. We sincerely hope that both of these programs will enhance your ability to be effective and safe.

I wish you all many years of continued safety and satisfaction in your chosen careers, and thank you for the contributions that you make every day and night to make New Hampshire and our families safer and more secure.

Sincerely,

A handwritten signature in black ink, appearing to read "M. L. Prozzo Jr.".

Sheriff Michael L. Prozzo
Chairman

MLP:dlb



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Sheriff Michael L. Prozzo, Jr.
Chairman

Keith H. Lohmann
Director

August 1, 2004

To the Law Enforcement Community of New Hampshire:

The Council and Staff of the New Hampshire Police Standards and Training Council are proud to present you with the 2004-2005 Training Calendar. As you will see from the pages inside, we are trying to continue the solid legacy of PSTC and serve you, our clients, as efficiently and effectively as possible.

How will we accomplish that? By January, we will be opening two additional videoconference sites in the State to compliment the one already operating in Littleton. The new sites will be in Keene and at Pease Tradeport. We thus will have convenient sites at the three corners of the State to compliment the training provided at Concord. We will have selected in-service training programs provided at the sites (as indicated in the catalog), and in addition, we hope to begin in January providing part-time officer school classes in Concord and simulcast to the three satellite sites. We envision running 3-4 part-time officer classes per year, so that means that departments will have the convenience of having their part-time officers attend any one of the 3-4 classes from any of the 4 locations around the State.

You will also find that we have a growing library of CD-ROM based training, and the number of titles will increase further as each year passes. We also have plans, before the end of the fiscal year, of adding a secure side to our web site <http://www.pstc.nh.gov> and will then add the ability to provide both web-based training and streaming video from that site to persons who have obtained credentials from us to access it. This, in addition to the access that departments have to training via LETN should make access to training easier than ever, and more cost-effective to Departments to provide to their officers.

Of course, technology is not the answer for everything, and we also recognize the importance of traditional, classroom style learning. Most of the tried-and-true offerings that you've come to expect from PSTC are still here, and we're challenging the outside contractors that we deal with to improve their programs and offerings. We hope that you'll be impressed.

Finally, we want to hear from you. What can we be doing better, or what need is there that is not currently being met? Please let us know what we can do to better serve you.

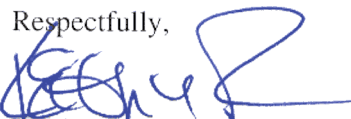
Respectfully,

Keith H. Lohmann, Director

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COURSE OFFERINGS

(V) DENOTES CLASSES AVAILABLE VIA VIDEO CONFERENCING

*DENOTES CLASSES TAUGHT BY CONTRACTED INSTRUCTORS

ADVANCED REPORT WRITING

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 25

This course will improve your writing skills in preparing police reports, administrative reports, memoranda, and other writing assignments. **NOTE:** Please bring to class two recent reports that you have written. This course requires some work outside of class.

DATE(S): SEPTEMBER 13 – 14, 2004

DATE(S): APRIL 18 – 19, 2005

AT-SCENE CRASH INVESTIGATION – (V) *

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. BENJAMIN R. JEAN

CLASS SIZE: 30

A two-week foundational course on recommended procedures at crash scenes, going beyond what is taught at the police academy. Includes scale diagramming, measurements, interpretation of tire marks, glass, vehicle and fixed object damage, and speed calculations. **This school is a prerequisite for admission to the Technical Crash Investigation class.**

NOTE: This class will be presented in Concord and simulcast to Littleton, with students at both locations interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending.**

DATE(S): DECEMBER 06 – 17, 2004

BACKGROUND INVESTIGATION – (V)

COORDINATOR: LAW ENFORCEMENT SPECIALIST, CAPTAIN KIM H. ROBERTS
SIZE: 20

CLASS

EACH LOCATION

How to comply with the Police Standards & Training Council's rules regarding the background investigation of new police and corrections applicants, full and part-time. How to conduct a legally defensible, job-related background investigation, developing testing procedures for new employees based on bona-fide occupational qualifications, ramifications of the Americans with Disabilities Act, the HIPPA Act, and of HB 151, the law requiring 3-year physical retesting of applicants hired after January 1, 2001. **NOTE:** This class will be presented in Concord and simulcast to Littleton with students at both locations interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending.**

DATE(S): OCTOBER 06, 2004

BAD CHECK & CREDIT CARD FRAUD

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 25

This course will discuss how to trace persons who commit check and credit card fraud, how to differentiate between cases of insufficient funds vs. fraudulent checks, how to access bank records to prove your case, the role of the U.S. Secret Service in credit card fraud, and how to help stores and other commercial establishments prevent bad checks and credit card fraud.

DATE(S): MARCH 28, 2005

BASIC DRUG INVESTIGATION

COORDINATOR: BUREAU CHIEF, CAPTAIN THOMAS J. WALSH

CLASS SIZE: 20

Taught by members of the N.H. State Police Narcotics Unit, this class teaches the basics of investigating suspected illicit drug trafficking. It deals with how uniformed police officers can develop information leading to drug arrests, how to introduce undercover officers into a drug investigation, "buy/bust" operations, drug identification, financial investigation of drug dealers, forfeiture laws, clandestine laboratories, and the use and control of informers and informants. Officers will participate in practical surveillance exercises and mock "buys."

DATE(S): FEBRUARY 07 – 11, 2005

BASIC HOMELAND SECURITY – (V)

COORDINATOR: HOMELAND SECURITY COORDINATOR, CAPT. JEFFREY L. NOYES **CLASS SIZE: 20**
EACH LOCATION

This is an approved course through the Office of Domestic Preparedness. It will discuss our response to Weapons of Mass Destruction at the awareness level. Included in the course are the following topics: chemical, biological, radiological, nuclear, explosive incidents (CBRNE), as well as suspicious events, responder self-protection, and some incident command topics.

NOTE: This class will be presented in Concord and simulcast to Littleton in November and to the three sites in March, as noted on the registration form with students at each location interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending.**

DATE(S): NOVEMBER 29 – 30, 2005

DATE(S): MARCH 24 – 25, 2005

BASIC POLICE PROSECUTOR

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 24

This school provides police officers a combination of working knowledge and practical experience in the role of Police Prosecutor. Topics include substantive and procedural law, U.S. and N.H. Supreme Court decisions, and juvenile-related law. Practical exercises in pre-trial motions, responding to motions, probable cause and suppression hearings, the introduction of evidence, and trial preparation and tactics comprise a significant part of the course. **NOTE: Students must pass a final written examination. Please bring to class the latest editions of (1) New Hampshire Criminal Code, (2) New Hampshire Selected Motor Vehicle, Boating and Related Laws Annotated, (3) New Hampshire Juvenile Laws, and (4) New Hampshire Rules of Evidence. Also recommended as reference material are: (1) New Hampshire Court Rules Annotated and (2) New Hampshire Office of the Attorney General Law Enforcement Manual.**

DATE(S): SEPTEMBER 20 – OCTOBER 01, 2004

DATE(S): FEBRUARY 07 – 18, 2005

BREATH TEST OPERATOR

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 22

This course leads to certification as an operator of the Intoxilyzer 5000-breath test instrument approved by the N.H. Department of Health & Human Services to detect alcohol-impaired drivers. Topics include the Pharmacology of Alcohol, Infrared Breath Testing Theory and a Practicum. **NOTE: Students must bring the latest edition of the N.H. Selected Motor Vehicle, Boating and Related Laws Annotated. All students must pass written and practical examinations.**

DATE(S): OCTOBER 05 – 07, 2004

DATE(S): NOVEMBER 16 – 18, 2004

DATE(S): MARCH 15 – 17, 2005

DATE(S): APRIL 19 – 21, 2005

DATE(S): JUNE 21 – 23, 2005

BREATH TEST OPERATOR RECERTIFICATION - PSTC

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 30

This one-hour session is an update of the Breath Test Operator School and is a mandatory annual requirement for maintaining Breath Test Operator certification. The student will register for **one** session, beginning at 0900, 1030, 1230, or 1400. **To register for this class, contact the PUBLIC HEALTH Lab at 271-4668.**

DATE(S): SEPTEMBER 10TH, 24TH AND 27TH

DATE(S): NOVEMBER 05TH AND 12TH

DATE(S): JANUARY 07TH AND 21ST

DATE(S): MARCH 11TH AND 21ST

DATE(S): MAY 06TH AND 20TH

DATE(S): OCTOBER 15TH AND 25TH

DATE(S): DECEMBER 06TH AND 17TH

DATE(S): FEBRUARY 04TH AND 18TH

DATE(S): APRIL 15TH AND 25TH

DATE(S): JUNE 03RD AND 13TH

BREATH TEST OPERATOR RECERTIFICATION AT STATE POLICE – TROOP F

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE 30

This one-hour session is an update of the Breath Test Operator School and is a mandatory annual requirement for maintaining Breath Test Operator certification. The student will register for one session, beginning at 1030, 1300. **To register for this class, contact the Public Health Lab at 271-4668. This class will take place at New Hampshire State Police Troop F in Twin Mountain.**

DATE(S): OCTOBER 12, 2004

DATE(S): JANUARY 18, 2005

DATE(S): MAY 17, 2005

BURGLARY & ROBBERY INVESTIGATION*

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 25

This class prepares the student to better investigate burglary and robbery cases, including crime scene techniques, follow-up investigation, interview and interrogations, and obtaining arrest and search warrants in these cases. Students will work on various team projects during the class. **NOTE:** This class will be presented in Concord and simulcast to the three sites, as noted on the registration form, with students at each location interacting with the instructor in Concord **Please indicate on your registration form where you will be attending.**

DATE(S): JANUARY 31 – FEBRUARY 04, 2005

CHILD ABUSE PROTOCOLS – (V)

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JOSEPH J. COLLINS

**CLASS SIZE: 20
EACH LOCATION**

The N.H. Attorney General's office has adopted protocols that law enforcement agencies must follow in the investigation of child abuse cases. This class will discuss how to handle child abuse cases in light of these protocols. Students will be given a set of the protocols and will use case studies to learn how to properly apply them. **NOTE:** This class will be presented in Concord and simulcast to Littleton with students at both locations interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending.**

DATES(S): NOVEMBER 10, 2004

CONDUCTING PHYSICAL FITNESS TESTING

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JOSEPH J. COLLINS

CLASS SIZE: 20

This course is designed to train officers from N.H. Law Enforcement agencies who will be given the responsibility to carry out the on-going 3-year testing regimen required for officers hired after January 1, 2001, to maintain police or corrections certification. Topics include rules and requirements necessary for the testing program, pre-testing medical clearances, liability issues, and proper administration of the test batteries. **NOTE: Students should wear P.T. gear or BDU's and be prepared to demonstrate the exercise battery. NO FIREARMS or AMMUNITION allowed inside the training facility.**

DATE(S): NOVEMBER 22, 2004

DATE(S): JANUARY 24, 2005

DATE(S): APRIL 25, 2005

CONFLICT RESOLUTION THROUGH EFFECTIVE COMMUNICATION*

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 25

A one-day class emphasizing communication skills as a tool in conflict resolution. Topics to include, issues and myths of conflict, a self-assessment of participants conflict management style, discussion on how those styles impact on communication and conflicts, and advanced instruction on interaction and listening techniques, giving feedback, and building trust in a group.

DATES(S): JANUARY 25, 2005

CONTEMPORARY GANGS IN THE UNITED STATES – (v) *

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 25

With the diversity of its people, liberal interpretations of its Constitution and law and an abundance of potential gang recruits, the U.S. is experiencing a variety of new threats within its borders. Contemporary gangs are forming from its citizens in search of specific freedoms, as immigrants afforded freedom by the U.S. from street gangs to politicize their actions and prey on other members of their own societies. These contemporary gangs include Eastern European based organized crime, Asian organized crime, extremist groups and modern street gangs. Their diversity, scorn for our form of government and their use of violence make them very dangerous. This class will acquaint you with the gangs and some proactive methods for coping with the threats they pose. **NOTE: This class will be presented in Concord and simulcast to Littleton with students at both locations interacting with the instructor in Concord. Please indicate on your registration form where you will be attending.**

DATES(S): NOVEMBER 17 – 18, 2004

CRIME SCENE SCENARIOS

COORDINATOR: LAW ENFORCEMENT SPECIALIST, JOSEPH J. COLLINS

CLASS SIZE: 25

For newly-assigned detectives or those wishing an update. Response to a crime scene, the investigative mindset, transfer evidence, transient evidence, and evidence dealing with victims and witnesses. The techniques, tools and equipment used in processing crime scenes and an understanding of the evidentiary and legal issues involving physical evidence. Includes hands-on experience with latent fingerprint recovery, blood evidence, casting impressions, and use of an alternate light source.

DATES(S): DECEMBER 13 – 14, 2004

CRITICAL INCIDENT MANAGEMENT

COORDINATOR: HOMELAND SECURITY COORDINATOR, CAPT. JEFFREY L. NOYES **CLASS SIZE: 30**

How law enforcement agencies can adapt the Incident Command System that is universally used in the Fire Service to the needs of police in responding to hostage situations, natural or human-made disasters, civil demonstrations and disturbances, major entertainment events, sporting events and other occurrences that require a total commitment of personnel, mutual aid, or a multi-disciplinary response. Taught by a law enforcement officer from a law enforcement perspective. **NOTE: This training is now federally required of any agency applying for homeland security grants.**

DATE(S): JANUARY 06 – 07, 2005

DATE(S): MAY 05 – 06, 2005

CROWD & RIOT CONTROL

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JEFFREY T. MULLANEY

CLASS SIZE: 25

First responder training in how to control hostile crowds, from early intelligence, sizing up the situation, establishing perimeter control, use of crowd control tactics including line, diagonal and wedge formations, the mobile field force concepts, types of crowds, arresting non-violent protestors, arresting the leaders, use of the riot baton, riot shotgun, chemical agents, gas masks, riot helmet, and less lethal ammunition, the role of the tactical medic, mass arrests and the aftermath of a civil disturbance. **NOTE:** Officers should attend dressed in fatigue-type uniforms and will be participating in crowd control tactical formations. If you have gas masks and riot batons available, please bring them to class. **NO FIREARMS or AMMUNITION allowed inside the training facility.**

DATE(S): APRIL 12 – 14, 2005

DIGITAL PHOTOGRAPHY IN LAW ENFORCEMENT*

COORDINATOR: MEDIA SUPV. / RANGE MASTER, SCOTT A. FERGUSON

CLASS SIZE: 24

How to properly use your agency's digital camera to document crime and crash scenes and items of evidence, process and properly archive the results and deal with objections to the introduction of digital evidence in courts. Includes hands-on exercises and one evening to practice night photography. **NOTE: Prior completion of the basic Police Photography School with a conventional camera is a prerequisite, and proof of completions should be submitted with your application.** Students should bring to class your own or your agency's digital camera, connection cable and software.

DATE(S): OCTOBER 12 – 14, 2004

EFFECTIVE BUSINESS COMMUNICATIONS

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 25

This course will help you improve your written business communication, and teach you how to make your communications more personal, more proficient, more professional, and more effective. You'll learn the basic mechanics of writing, composition, and grammar; elements of style and tone; composing letters and basic business documents; and common errors in business communications.

DATE(S): NOVEMBER 01 – 02, 2004

EXPANDABLE BATON INSTRUCTOR

COORDINATOR: TBA

CLASS SIZE: 20

This class leads to certification by Monadnock Lifetime Equipment, Inc. as an Expandable Baton Instructor, and is generic enough to apply to any expandable baton. Students are required to pass written and proficiency tests, and demonstrate oral teaching skills prior to certification. Topics include the proper application of the baton in the force progression, instructional methods, use of training aids, and safety considerations. **NOTE: There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate. EQUIPMENT NEEDED: P.T. gear or B.D.U's, fully equipped belt, handcuffs, and expandable baton and note-taking materials. **NO FIREARMS or AMMUNITION allowed inside the training facility.****

DATE(S): **TBA**

EXPERT PROSECUTION WITNESS

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 25

This course concentrates on DWI and drug-related offenses; alcohol and drugs as evidence; introducing field sobriety and horizontal gaze nystagmus tests; and using Drug Recognition Experts. **PREREQUISITE:** Completion of the Basic Police Prosecutor Course or employment as a practicing prosecutor with admission to the N.H. Bar.

DATE(S): JANUARY 10, 2005

FIELD TRAINING OFFICER – (v) *

COORDINATOR: REGIONAL TRAINING COORDINATOR, CHIEF DONALD L. VITUM

**CLASS SIZE: 20
EACH LOCATION**

A five-day course based on the San Jose, CA model, designed to train you to become an FTO in your department. Includes the five basic responsibilities of an FTO, the FTO as a role model, performance evaluation, legal issues, rating frequency and criticality documentation and observation reports, rating scales, and the FTO selection process, and a segment on how to inspire your new officers to engage in proactive traffic patrol. **NOTE:** This class will be presented in Concord and simulcast to Littleton in November, and to the three sites as noted on the registration form in April, with students at each location interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending.**

DATE(S): NOVEMBER 01 – 05, 2004

DATE(S): APRIL 25 – 29, 2005

FIREARMS INSTRUCTOR

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JEFFREY T. MULLANEY

CLASS SIZE: 16

This class leads to certification by Police Standards & Training Council as a pistol instructor. Students attending this course are required to qualify with their handgun on PSTC Course #5 during the first day of the program. Students failing to qualify will not be admitted to the remainder of the class. **NOTE: Officers should attend dressed in fatigue-type uniforms, bring their service weapon, holster, leather gear, and 1,000 rounds of lead-free ammunition, but should “NOT” bring sidearm or ammunition inside the classroom facility.** There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.

DATE(S): MARCH 14 – 18, 2005

DATE(S): JUNE 06 – 10, 2005

FIREARMS INSTRUCTOR RECERTIFICATION

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JEFFREY T. MULLANEY

CLASS SIZE: 16

This one-day seminar is required every second calendar year to maintain firearms instructor certification. **NOTE: Officers should attend dressed in fatigue-type uniforms and bring their service weapon, holster, leather gear and 500 rounds of lead-free ammunition, but should “NOT” bring sidearm or ammunition inside the classroom facility.** There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.

DATE(S): OCTOBER 28, 2004

DATE(S): NOVEMBER 09, 2004

DATE(S): JANUARY 13, 2005

DATE(S): FEBRUARY 10, 2005

DATE(S): MARCH 22, 2005

DATE(S): MAY 16, 2005

DATE(S): JUNE 16, 2005

FIREARMS & N.H. FISH & GAME LAWS – (V)

COORDINATOR: REGIONAL TRAINING COORDINATOR, CHIEF DONALD L. VITTUM

**CLASS SIZE: 20
EACH LOCATION**

An overview of current State and Federal firearms laws, fish and game and OHRV laws, and their implications and ramifications in today's community policing environment. Designed to increase the street-level officer's understanding of these laws and how to use them to your creative advantage when dealing with recurring problems and community resources. **NOTE:** This class will be presented in Concord and simulcast to the three sites, as noted on the registration form, with students at each location interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending.**

DATE(S): TBA

FIREARMS SKILLS BUILDER

COORDINATOR: MEDIA SUPV. /RANGE MASTER, SCOTT A. FERGUSON

CLASS SIZE: 10

A one-day skill-building and confidence building course with dynamic courses of fire designed to increase the student's speed and accuracy. Topics covered are the draw, speed reloading, engaging multiple targets, one-handed and off-handed shooting, emergency loading, shooting while moving and changing sight picture. **NOTE: This is NOT a remedial shooting course. Students should bring their duty belt, holster, firearms and 500 rounds of lead-free ammunition and be dressed in fatigues or BDU's.**

DATE(S): NOVEMBER 03, 2004

DATE(S): MARCH 16, 2005

DATE(S): JANUARY 06, 2005

DATE(S): MAY 10, 2005

FIRST-LINE SUPERVISION*

COORDINATOR: REGIONAL TRAINING COORDINATOR, CHIEF DONALD L. VITTUM CLASS SIZE: 30

This class will train you to serve as a Corporal or Sergeant or other first-line supervisor in your law enforcement agency. Making the transition from officer to supervisor, coaching, counseling, conducting personnel evaluations, handling disciplinary issues and public complaints about your employees, decision-making, time management, scheduling, ethics, liability issues and other subjects are covered. Includes a segment on how to ensure that your officers are engaging in proactive traffic patrol. **NOTE: Students must pass a written final exam.**

DATE(S): NOVEMBER 29 – DECEMBER 03, 2004

FRAUD INVESTIGATIONS – (V)

**COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR CLASS SIZE: 20
EACH LOCATION**

This class includes confidence games and schemes, counterfeit checks and check “kiting”, credit card fraud, embezzlement, and how to obtain financial search warrants. **NOTE:** This class will be presented in Concord and simulcast to Littleton in November, and to the three sites as noted on the registration form in May, with students at each location interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending.**

DATE(S): NOVEMBER 15 – 16, 2004

DATE(S): MAY 02 – 03, 2005

FRAUDULENT DOCUMENT EXAMINATION*

COORDINATOR: TRAINING DEVELOPMENT SPECIALIST, BRADLEY W. PARKER CLASS SIZE: 25

Whether it is underage alcohol possession due to fake identification, or criminals using forged documents to gain illegal entry to the United States, false identification is an ever-growing problem for law enforcement agencies. Identifying a fake ID, once a simple task, is now difficult for even a trained investigator. This course is designed to give law enforcement updated information to assist in combating these growing criminal enterprises. Many different investigative techniques and fraudulent documents will be presented. Forensic examination of these documents and examination equipment currently being used will also be covered.

DATE(S): JANUARY 11 – 13, 2005

HANDCUFFING REFRESHER

COORDINATOR: TBA

CLASS SIZE: 24

A review of the levels of positioning, Lee speed-cuffing technique, Lee modified technique, proper searching, proper removal of handcuffs, concerns of positional asphyxia and handcuffing from the felony prone position. **NOTE:** Students should arrive in PT gear or BDU's and with duty belt and handcuffs. **NO FIREARMS or AMMUNITION allowed inside the training facility.**

DATE(S): **UPON REQUEST**

HGN/SFST

COORDINATOR: BUREAU CHIEF, CAPTAIN THOMAS J. WALSH

CLASS SIZE: 24

This class teaches the curriculum approved by the National Highway Traffic Safety Administration and the International Association of Chiefs of Police for administering the roadside field sobriety test battery, including horizontal gaze nystagmus, the walk and turn, and the one-leg stand. It is an excellent refresher for veteran officers who may not have kept up to date with changes in the procedure, and a good class for officers who have never been exposed to this test battery, which has been sanctioned by the New Hampshire Supreme Court in the case of State v. Dahood.

DATE(S): OCTOBER 12 – 14, 2004

DATE(S): JANUARY 11 – 13, 2004

DATE(S): MARCH 08 – 10, 2005

DATE(S): APRIL 12 – 14, 2005

DATE(S): MAY 24 – 26, 2005

HOSTAGE NEGOTIATIONS – (v) *

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

**CLASS SIZE: 20
EACH LOCATION**

Provides the skills and resources necessary to function as a hostage negotiator or interface with hostage negotiators during a hostage situation. Uses case studies, discussion, practical exercises, basic psychological principles and other information relevant to handling hostage situations, including knowledge of personality types, predictable responses, successful negotiation techniques, stabilizing the scene, role assignments and resources, and coordination with the scene commander. **NOTE:** This class will be presented in Concord and simulcast to the three sites, as noted on the registration form, with students at each location interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending.**

DATE(S): FEBRUARY 07 – 09, 2005

IDENTIFICATION & INVESTIGATION OF INTELLECTUAL PROPERTY CRIMES*

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 25

One of the most profitable and fastest growing financial crimes currently being committed is the production and distribution of counterfeit products. Counterfeiters reap huge profits off the intellectual creations of others, and their efforts have infected virtually every type of industry. Vendors of illegally reproduced sound recording make hundreds of dollars a day. Such “knockoff” products victimize consumers; evade applicable laws or regulations, harm the legitimate property owners, and can even threaten public safety. To effectively enforce these crimes you have to understand the violations. The purpose of this lecture is to provide an understanding of these concepts and how they can be used to the advantage of law enforcement to address and help stop intellectual property and related crimes.

DATE(S): FEBRUARY 09, 2005

IDENTITY THEFT*

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 25

A three-day course designed to introduce officers to the basics of identity theft investigation including: who is targeted as a victim, what technology is used and how information is gathered. The class will also include a discussion of current case law on identity theft, as well as the use of technology in committing and combating this crime.

DATE(S): MARCH 14 – 16, 2005

INSPECTION & INVESTIGATION COMMERCIAL VEHICLE CRASHES*

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 25

This is an intensive hands-on program developed to improve the police crash investigator's skill in the area of commercial vehicle crashes. The importance of physical evidence in crash reconstruction and litigation will be demonstrated and emphasis will be placed on evidence gathering techniques. This course is designed for traffic crash investigators who have completed at a minimum of “At-Scene Crash Investigation” or equivalent. Students should have a good working knowledge of the techniques and applications of the formulas presented in the basic course, as the presentation of mathematical formulas will build upon techniques already used by investigators.

DATE(S): MARCH 21 – 25, 2005

INSTITUTING & MANAGING A K-9 UNIT

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JOSEPH J. COLLINS

CLASS SIZE: 25

This class covers how to institute and manage a police K-9 program in your law enforcement agency. It includes tips and information on innovative ways to fund such a program, selection of a proper dog, selection of a handler, policies and procedures, equipment needed, training programs, blending the K-9 and handler into the patrol force, and various uses of K-9's as patrol dogs, sentries, school locker and room searches, tracking, drug detection, explosive detection and cadaver detection. Also, how to avoid confrontations between K-9 and civilian dogs on the street and in raid situations, and how to set up public relations demonstrations in schools and for civic groups; and relevant state statutes, state and federal court decisions regarding police canines.

DATE(S): JUNE 07 – 08, 2005

INSTRUCTOR DEVELOPMENT

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 24

A five-day course is designed to develop police and corrections officers as instructors. Both lecture and practical exercises deal with developing learning goals and performance objectives, writing lesson plans, developing instructional media, increasing oral communications skills, and becoming familiar with theories of adult learning and testing. This course is ideal for supervisors and training officers. **NOTE:** This course requires some work outside of class.

DATE(S): OCTOBER 18 – 22, 2004

DATE(S): MAY 16 – 20, 2005

INTERACTIVE FIREARMS TRAINING

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JEFFREY T. MULLANEY

CLASS SIZE: 30

This course is designed to expose **Firearms Instructors** to life-like scenario training, and to prepare them to present similar training in their own agencies. **NOTE:** This program utilizes Simunitions™ training rounds and is a physically and emotionally demanding course. Students should be willing to be exposed to Simunitions™ rounds, which may cause bruising. Supplied safety equipment as well as personal ballistic vests must be worn.

DATE(S): JULY 06 – 08, 2005

INTERVIEW AND INTERROGATION*

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 25

This class will provide law enforcement officers with numerous techniques to effectively interview suspects and witnesses. Topics include: persuasion, and influence, the difference between suspect and witness interviews, sizing up the suspect and deciding which tactics to use, Miranda and voluntariness issues, neurolinguistics, cognitive interviews, and the multiple suspect elimination process, rapport development, question formation and behavior response.

Date(s): October 25 – 29, 2004

Date(s): April 18 – 22, 2005

LATENT RECOVERY TECHNIQUES*

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 22

Designed to provide the student with the hands-on training in developing latent impressions with powders and techniques in photographing and lifting latent impressions. In addition, instructions, demonstration and practical exercises are included in taking inked impressions of the fingers and palmar surfaces of the hands. Chemical development of latent impressions are discussed and demonstrated, to include the iodine/silver plate techniques for lifting prints on human skin. Technology in this area is changing rapidly, and this course keeps officers abreast of the most recent methods and technology available.

DATE(S): FEBRUARY 15 – 18, 2005

LAW ENFORCEMENT PHOTOGRAPHY*

COORDINATOR: MEDIA SPVR. /RANGE MASTER, SCOTT A. FERGUSON

CLASS SIZE: 10

How to use your agency's camera, whether 35mm, twin-lens reflex, single lens reflex, Instamatic, or Polaroid; and also an additional segment on use of digital cameras. How to document specific crime and crash scenes and specific evidence, processing and properly archiving the results, chain of custody, and overcoming courtroom objectives. **NOTE:** Students should bring their own or agency's camera and accessories to class. The class will include one evening to practice nighttime photography.

DATE(S): APRIL 11 – 15, 2005

LESS LETHAL WEAPON

INSTRUCTOR: LAW ENFORCEMENT SPECIALIST, LT. JEFFREY T. MULLANEY

CLASS SIZE: 30

This class does not certify attendees as less lethal instructors. It is designed as an overview of the latest available products on the market, and provides an opportunity for students to experiment with various types of less lethal weapons to determine their capabilities and limitations.

DATE(S): MARCH 08, 2005

MANAGING THE MARGINAL EMPLOYEE – (V) *

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 30

Designed to help law enforcement managers determine why marginal and problem employees act the way they do, identify supervisory practices needed to motivate, coach and counsel them, create a positive work environment where marginal and problem employees are challenged to change their behavior, or de-hire them. **NOTE:** This class will be presented in Concord and simulcast to the three sites, as noted on the registration form, with students at each location interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending.**

DATE(S): MARCH 21 – 22, 2005

MEDIA TRAINING BOOT CAMP*

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 15

In this two-day workshop, public information and media professionals will work with you to develop the skill-set you need to respond professionally in a variety of communication situations. Students will be given specific instruction on how to communicate effectively with television, radio and print news media. Each student will be coached through three distinct live simulations: 1.) the preparation and delivery of a media statement and the handling of questions in a press conference environment; 2.) handling hard news reporters in the field; and 3.) a radio interview.

DATE(S): JANUARY 11 – 12, 2005

MOTION DRAFTING & LEGAL RESEARCH

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 25

This class will cover the drafting of generic motions, motions to suppress, motions relating to counseling records and disciplinary records (Laurie requests), and motions regarding articulable suspicion. We will also discuss techniques of legal research based on statutes, case law, and legal treatises, as well as sources of legal research. **PREREQUISITE:** Basic Police Prosecutor course or employment as a practicing prosecutor with admission to the N.H. Bar.

DATE(S): NOVEMBER 08, 2004

OFFICER SURVIVAL

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JEFFREY T. MULLANEY

CLASS SIZE: 20

This three-day course is designed for patrol officers with significant street experience. The course will consist of one day of classroom discussion on updated and new tactical techniques, one day of defensive tactics, one day of firearms, and two days of Simunitions™. Topics that will be covered include motor vehicle stops (low and high-risk), building and hallway searches, shooting techniques, and other officer survival areas that will benefit the officer. Officers will be expected to participate in life-like hostile situations. These situations will require appropriate responses throughout the use of force progression. **NOTE:** There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate. **NOTE:** Officers should dress in their regular uniforms with ballistic vests, holster and leather gear, but should **NOT** bring **FIREARMS** or **AMMUNITION** inside the training facility. **Simunitions™ exposure may cause some bruising.**

DATE(S): JUNE 29 – JULY 01, 2005

ORAL ADVOCACY

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 25

The focus of this class is courtroom presentation. Material covered includes preparing and developing an opening statement, arguing the law, arguing the facts, preparing and examining witnesses, and techniques of oral presentation in the courtroom. **PREREQUISITE:** Completion of the Basic Prosecutor course or employment as a practicing prosecutor with admission to the N.H. Bar.

DATE(S): MARCH 07, 2005

PATROL FORCE INTERACTION WITH K-9 TEAMS

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JOSEPH J. COLLINS

CLASS SIZE: 25

This course is designed for Patrol Officers and Patrol Supervisors who want to know how to interact most effectively with their K-9 teams or those of another law enforcement agency that may be called in under Mutual Aid to assist in a situation in your community. Topics will include how to avoid destroying a tracking scent before the dog arrives, what information and other items such as the suspect's or lost person's clothing to gather prior to the arrival of the dog and handlers, use of multiple dogs and handlers, assignment of officers to accompany and assist the dog handler, building searches, school locker searches and other uses of K-9's. Includes information on liability and state statutes, and state and federal court decisions regarding police canine use and deployment. Actual hands-on demonstration will be included.

DATE(S): MARCH 07, 2005

PEDESTRIAN/BICYCLE CRASH INVESTIGATION*

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 30

Pedestrian and bicycle crashes are one of the most frequent types of injurious crashed in urban areas. Because of their unique nature, special techniques are needed to investigate and reconstruct these incidents. This course addresses the special dynamics involved in pedestrian and bicycle traffic crashes. Upon successful completion of the course, students will have developed a technical understanding of pedestrian dynamics and behavior and be able to recognize, interpret and prepare physical evidence for identifying vehicle, medical and pedestrian behavior during collisions.

DATE(S): MAY 16 – 20, 2005

PEPPER SPRAY INSTRUCTOR

COORDINATOR: HOMELAND SECURITY COORDINATOR, CAPT. JEFFREY L. NOYES **CLASS SIZE: 30**

This course will qualify the successful applicant as an instructor in the use of O.C. weapons system. Certification is valid for three years. **NOTE: There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.**

DATE(S): DECEMBER 22 – 23, 2004

DATE(S): MAY 02 – 03, 2005

POLICE DRIVING REFRESHER

COORDINATOR: BUREAU CHIEF, CAPTAIN THOMAS J. WALSH

CLASS SIZE: 12

A class to reacquaint veteran officers with police defensive and emergency driving techniques. The course includes dynamic driving exercises on the skid pad.

DATE(S): NOVEMBER 08 – 09, 2004

DATE(S): JUNE 06 – 07, 2005

POLICE MOUNTAIN BIKE PATROL- ADVANCED CLASS

COORDINATOR: BUREAU CHIEF, CAPTAIN THOMAS J. WALSH

CLASS SIZE: 12

Course for bike patrol officers who have successfully completed all requirements of the Basic Police Mountain Bike program. Class will involve advanced bike patrol techniques in both urban and rural applications, night-time riding practical, use of flashlight/lighting techniques, advanced off-road and long-distance riding, subject apprehension and practical range/firearms application. **NOTE:** There are physical demands associated with this course; officers should be in excellent physical condition to ride a minimum of 5 – 10 miles per day. **Equipment needed:** Bike uniform, p.t. gear, properly equipped police patrol worthy bike with lighting, fitted helmet, water bottle, eyewear, gloves, vest and fully equipped duty belt w/baton, handcuffs, pepper spray, basic toolkit, (3) spare tubes per department, (1) spare tire and note-taking materials and 500 rounds of practice ammunition.

DATE(S): JUNE 13 – 17, 2005

POLICE MOUNTAIN BIKE PATROL

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JOSEPH J. COLLINS

CLASS SIZE: 20

Use of the mountain bike in community policing and normal patrol duties, on city streets, off-road and in traffic. Bicycle handling, quick dismounts, negotiating stairways on the bike, crowd control, and subject apprehension. **NOTE:** There are physical demands associated with this course, Officers should be in adequate physical condition to ride 5-10 miles per day at a medium to fast pace, on varied terrain. **Equipment Needed: P.T. gear, B.D.U.'s or issued bike patrol uniform, properly equipped mountain bike, helmet, water bottle, protective eyewear, and gloves. Fully equipped duty belt (handcuffs, baton, OC) basic tool kit, one spare tube per department, and note taking materials. NO FIREARMS or AMMUNITION allowed inside the training facility.**

DATE(S): MAY 02 – 06, 2005

POLICE MOUNTAIN BIKE REFRESHER

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JOSEPH J. COLLINS

CLASS SIZE: 20

This class will reacquaint the Mountain Bike Officer with practical riding skills and new developments. **PREREQUISITE:** Police Mountain Bike Certification. **NOTE:** Students should be in good physical condition and come with a mountain bike, helmet, water bottle, duty belt with handcuffs and pepper spray, eye protection, gloves, a spare tube and tool kit. **NO FIREARMS or AMMUNITION allowed inside the training facility.**

DATE(S): MAY 12 – 13, 2005

PROPERTY & EVIDENCE MANAGEMENT – (v) *

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 20

This class is designed for Police Chiefs and officers who will manage their department's evidence rooms. It deals with maintaining the security, integrity, and chain of custody of property and evidence from the time of collection to proper and legal disposal. OSHA requirements, storage and packaging systems, handling drug evidence, high value items and biohazard material is covered, along with evidence integrity, evidence room audits, personal safety procedures and destruction of drug evidence. **NOTE:** This class will be presented in Concord and simulcast to the three sites, as noted on the registration form, with students at each location interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending.**

DATE(S): JANUARY 10 – 11, 2005

REVOLVER INSTRUCTOR

COORDINATOR: MEDIA SPVR. /RANGE MASTER, SCOTT A. FERGUSON

CLASS SIZE: 20

A one-day class to certify revolver instructors. Officers need to bring **500 Rounds of lead-free ammunition** to complete the class, and applicant **MUST** currently be a New Hampshire certified firearms instructor to attend.

DATE(S): DECEMBER 01, 2004

ROLES AND DUTIES OF THE FIRST RESPONDING OFFICER AT A CRIME SCENE

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JOSEPH J. COLLINS

CLASS SIZE: 25

A two-day course for patrol personnel who are the first to be dispatched to a scene where a major crime has been committed. The program will offer a broad overview regarding the officer's role and activity at such scenes including: assessment and recording the situation; initial identification of victims; suspects and witnesses; and the protection and collection of evidence.

DATE(S): JANUARY 19 – 20, 2005

RULES OF EVIDENCE FOR PROSECUTORS

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 25

This class will include an overview of rules of evidence, police personnel files, counseling records, the admissibility of other bad acts, hearsay, and responding to discovery requests.

NOTE: Students are requested to bring to class the latest edition of the New Hampshire Rules of Evidence. **PREREQUISITE:** Basic Police Prosecutor class or admission to the N.H. Bar.

DATE(S): SEPTEMBER 09, 2004

SCHOOL RESOURCE OFFICER

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. JOSEPH J. COLLINS

CLASS SIZE: 20

A class for newly appointed School Resource Officers or those who would like to gain additional techniques and skills. The role of the SRO, how to interface with students, faculty, school administrators and parents, legal considerations, including recent N.H. Supreme Court decisions on SRO's, pros and cons of uniformed vs. plainclothes assignments, tools of the trade, the extent to which an SRO should or should not become involved with counseling and disciplinary matters, developing policies for the SRO program, preventive and proactive patrol, sources of information, school drugs and violence problems.

DATE(S): FEBRUARY 22 – 25, 2005

SHOTGUN INSTRUCTOR

COORDINATOR: MEDIA SPVR. /RANGE MASTER, SCOTT A. FERGUSON

CLASS SIZE: 20

The purpose of this course is to provide successful attendees with Police Standards & Training Council Shotgun Instructor Certification. The class deals with the 12-gauge shotguns that are commonly used in many N.H. police departments, their characteristics, safety features, hazards, and proper deployment, also the use of the riot shotgun to deploy tear gas and less lethal rounds. **PREREQUISITE: PSTC recognized Pistol, Revolver, or Rifle Instructor Certification.**

DATE(S): **TBA**

SIDE HANDLE BATON INSTRUCTOR

COORDINATOR: TBA

CLASS SIZE: 20

This class qualifies the student for certification by Monadnock Lifetime Products as a PR-24 non-expandable baton instructor. Instructions include the place of the baton in the force continuum, baton use and handling, teaching tips, use of training aids, and safety considerations. Students will pass a written and proficiency test and demonstrate oral teaching skills. **NOTE:** There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate. Students should come in PT gear or BDU's, duty belt, handcuffs, a side-handle baton and carrier, and note taking material. **NO FIREARMS or AMMUNITION allowed inside the training facility.**

DATE(S): DATE(S): **TBA**

SKID AVOIDANCE/SKID CONTROL INSTRUCTOR*

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 20

This training program is intended to provide officers with instructor-level skills in skid avoidance. Called the “**Science of Controlled Driving**,” the underlying idea is that it is the driver who subjects their vehicle to physical forces, and that it is the driver's ability to make sound judgments that minimize risk and maximize their personal performance behind the wheel. The instructors use the skid simulator to demonstrate to students the dynamics of vehicles at different load and speed conditions. Officers certified under this program would be asked to assist PSTC in their driver training program in the future.

DATE(S): APRIL 18 – 22, 2005

SOURCES OF INFORMATION FOR INVESTIGATORS*

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 20

Various forms of public and publicly available records, not often utilized in law enforcement will be examined. These records are available through their various repositories, on public internet websites, and subscriber fee-based databases that buy, repackage and reformat these records for resale to approved subscribers. These records can be used for developing an accurate lifestyle, asset, historical and demographic profile of a person for criminal investigations or employee screening.

DATE(S): OCTOBER 18, 2004

SURVIVAL SPANISH*

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 20

A four-day "total immersion" course for patrol officers and investigators who must know enough Spanish to communicate in emergency situations with Hispanic victims, witnesses, and suspects.

DATE(S): APRIL 04 – 07, 2005

TECHNICAL CRASH INVESTIGATION*

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. BENJAMIN R. JEAN

CLASS SIZE: 24

A two-week comprehensive course, on advanced application of formulas for speed calculations from skids, vaults and falls, and estimation of speed and direction from vehicle damage. Also covers presentation of evidence from the traffic crash investigation in court.

****Must pass final written exam. NOTE:** This class will be presented in Concord and simulcast to the three sites, as noted on the registration form, with students at each location interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending. PREREQUISITE:** Verification that the student has successfully completed **At Scene Crash Investigation or pre 1989 Technical Crash Investigation must accompany application.**

DATE(S): APRIL 04 – 15, 2005

TERRORISM PREVENTION – (v)

COORDINATOR: HOMELAND SECURITY COORDINATOR, CAPT. JEFFREY L. NOYES

**CLASS SIZE: 20
EACH LOCATION**

A discussion and update of current terrorist threats, with emphasis on prevention, targeting, intelligence gathering and security concerns. **NOTE:** This class will be presented in Concord and simulcast to Littleton in November, and to the three sites, as noted on the registration form in April, with students at each location interacting with the instructor in Concord. **Please indicate on your registration form where you will be attending.**

DATE(S): NOVEMBER 19, 2004

DATE(S): APRIL 01, 2005

TRAFFIC RADAR OPERATOR

COORDINATOR: BUREAU CHIEF, CAPTAIN THOMAS J. WALSH

CLASS SIZE: 20

This class teaches the curriculum approved by the National Highway Traffic Safety Administration and the International Association of Chiefs of Police for the operation of speed measuring devices, including traffic radar and traffic lidar. It includes the theory and scientific principles behind the devices, proper methods of testing and operation, and the introduction of radar and lidar evidence in court.

DATE(S): DECEMBER 15, 2004

USING LIQUOR LAWS & FALSE IDENTIFICATION

COORDINATOR: REGIONAL TRAINING COORDINATOR, CHIEF DONALD L. VITUM

CLASS SIZE: 25

The age-old problems of underage liquor purchases and possession and driving after suspension or revocation, have recently been joined by concerns about terrorists operating in sleeper cells with phony identification documents. This class will better equip law enforcement officers to spot fake identification documents and tell you what to do when you discover a suspected terrorist, someone who has forged documents, or someone who is in the country illegally.

DATE(S): SEPTEMBER 08 – 09, 2004

DATE(S): JANUARY 26 – 27, 2005

WARRANTS AND COMPLAINTS

COORDINATOR: LAW ENFORCEMENT SPECIALIST, LT. GERALD E. TAYLOR

CLASS SIZE: 25

This class covers how to prepare arrest warrants, search warrants, affidavits and complaints – why and when they are needed, where to obtain them, what information they must contain and how to execute them. Special emphasis is placed on relevant statutes, court decisions, and rules of the court.

DATE(S): DECEMBER 06, 2004

DATE(S): APRIL 11, 2005

*****CORRESPONDENCE COURSES*****

COST-EFFECTIVE PATROL MANAGEMENT

COORDINATOR: TRAINING DEVELOPMENT MANGER, BRADLEY W. PARKER CLASS SIZE: 100

This course is designed for the mid- to upper- management level of any agency, with a distinct emphasis on maximizing available resources to enable a more cost-effective patrol function.

DATE(S): JANUARY 1, 2005 – FEBRUARY 28, 2005

POLICE/COMMUNITY RELATIONS

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER CLASS SIZE: 100

This course offers insight into exactly what police-community relations is, how it is implemented, and why it works.

DATE(S): OCTOBER 1, 2004 – NOVEMBER 30, 2004

****CD-ROM TRAINING*****

CD's CURRENTLY AVAILABLE:

Airborne Pathogens
Alcohol & Tobacco Laws
Criminal Justice System
Domestic Violence Laws
Heavy Equipment Theft
Hippa
Introduction to Homeland Security
Laws of Arrest
Motor Vehicle Laws
Police Role in Society
Sars
Search & Seizure
Use of Force

NOTE: Requests for any of these CD's can be made directly to Lt. Benjamin Jean at bjean@pstc.state.nh.us.

*****REGIONAL TRAINING PROGRAMS*****

The following classes are available for off-site training and may be hosted by any department meeting the following requirements:

- Provide TV monitor and VCR, blackboard & overhead projector, if necessary.
- Serve as the coordinator to handle notification, registration and distribution of various handouts, to the students and other departments.
- All requests for Regional Training should be made in writing to the Director.

BASIC HOMELAND SECURITY

COORDINATOR: HOMELAND SECURITY COORDINATOR, CAPT. JEFFREY L. NOYES CLASS SIZE: 30

A discussion and familiarization with biological, chemical, explosive and radiological weapons of mass destruction, their detection, first responder safety and responsibilities. This is a response type class with some role playing scenarios.

DRAFTING COURT COMPLAINTS

COORDINATOR: REGIONAL TRAINING COORDINATOR, CHIEF DONALD L. VITUM CLASS SIZE: 15

This four-hour class focuses on the proper drafting of criminal complaints utilizing the RSA's and the Attorney Generals Law Enforcement Manual. Topics to be covered include elements of offenses, supporting documentation that may be necessary (warrants & affidavits), as well as when and how to amend complaints.

DRAFTING SEARCH WARRANTS

COORDINATOR: REGIONAL TRAINING COORDINATOR, CHIEF DONALD L. VITUM CLASS SIZE: 15

This is a four-hour class designed to enhance an officer's ability to properly draft search warrants, and to execute, document, return and file them. This is a hands-on class in which officers will be actively involved in developing these skills.

FINGERPRINT PROCESSING WORKSHOP

COORDINATOR: LAW ENFORCEMENT SPECIALIST, CAPTAIN KIM H. ROBERTS CLASS SIZE: 12

This two-day course is designed for the smaller department, and officers who have no experience with fingerprint processing techniques, or have some experience but would like to improve basic skills. This course will involve limited lecture, which will expose the student to terminology associated with fingerprints. The department's fingerprint equipment will be evaluated and discussed. Hands-on practical work will involve: safety & health equipment, the use of conventional fingerprint powders and brushes, use of the Magna Brush™ and magnetic fingerprint powders, use of lifting tape, backing cards, hinged lifters, rubber lifters, super glue, iodine, small particle reagent, and some other chemical processes.

N.H. FIREARMS & FISH & GAME LAWS

COORDINATOR: REGIONAL TRAINING COORDINATOR, CHIEF DONALD L. VITTUM CLASS SIZE: 25

An overview of current State and Federal firearms laws, licenses to carry firearms, fish and game and OHRV laws, and their implications and ramifications in today's community policing environment. Designed to increase the street level officer's understanding of these laws and how to use to your creative advantage when dealing with recurring problems and community resources.

HANDCUFFING REFRESHER

COORDINATOR: TBA

CLASS SIZE: 15

This is a four-hour class, which covers Lee and Lee-Modified handcuffing techniques, nomenclature, and searching techniques. ***Must pass written and practical examinations.*** Hosting department must have gym mats and a suitable available area.

HGN/SFST

COORDINATOR: BUREAU CHIEF, CAPTAIN THOMAS J. WALSH

CLASS SIZE: 15

A course designed to familiarize the officer with the proper administration of standardized field sobriety testing (SFST) of individuals suspected of impaired driving. Included is the administration and evaluation of the Horizontal Gaze Nystagmus (HGN), Vertical Nystagmus (VGN) and Lack of Convergence (LOC). **NOTE: No weapons, handcuffs, OC, mace, batons, etc., are allowed in the practical application portion of the class.**

INCIDENT COMMAND IN A NUTSHELL

COORDINATOR: HOMELAND SECURITY COORDINATOR, CAPT. JEFFREY L. NOYES CLASS SIZE: 30

How law enforcement agencies can adapt the Incident Command System that is universally used in the Fire Service to the needs of police in responding to hostage situations, natural or human-made disasters, civil demonstrations and disturbances, major entertainment events sporting events and other occurrences that require a total commitment of personnel, mutual aid, or a multi-disciplinary response. Taught by a law enforcement officer from a law enforcement perspective. This training is now federally required of any agency applying for homeland security grants.

INSURANCE FRAUD

COORDINATOR: TRAINING DEVELOPMENT MANAGER, BRADLEY W. PARKER

CLASS SIZE: 24

What insurance fraud is how and why law enforcement should be concerned, and how to use insurance fraud investigations and prosecutions to your creative advantage to rid your community of criminals? How these cases differ from a traditional police investigation and any special considerations for investigators in these cases. The role of the insurance company investigator and State Insurance Department and how and when the efforts of a private investigator can complement the police investigation.

MOTOR VEHICLE UPDATE/LOOKING BEYOND THE TRAFFIC TICKET

COORDINATOR: REGIONAL TRAINING COORDINATOR, CHIEF DONALD L. VITUM

CLASS SIZE: 15

This course will be a refresher for the veteran officer on N.H. Motor Vehicle Law, paying special attention to the laws that have been changed or amended by recent legislation. In addition, the program will include elements of the National Highway Traffic Safety Administration's "Looking Beyond the Traffic Ticket" program. This course is designed to be taught in four hours, but can be customized upon request.

RADAR

COORDINATOR: BUREAU CHIEF, CAPTAIN THOMAS J. WALSH

CLASS SIZE: 15

This eight-hour lecture course prepares the new officer, or refreshes the veteran officer, to properly understand the dynamics involved when operating police traffic radar. What exactly is the Doppler Theory of Wave Energy? Why do we need to know anything about it? Is it possible to make mistakes while operating radar? If so, what are the most common ways, and how do I avoid them? These, as well as many other issues will be discussed, explained and demonstrated to assist the student/officer in developing a fundamentally sound understanding of the equipment, the law, proper vs. improper operation, and to also participate in a realistic radar operation before submitting an application for certification.

USING LIQUOR LAWS & FALSE IDENTIFICATION

COORDINATOR: REGIONAL TRAINING COORDINATOR, CHIEF DONALD L. VITUM

CLASS SIZE: 25

An update on the N.H. Liquor laws and State Liquor Commission rules and regulations as they relate to the police officer on the street, in controlling the problems of teenage abuse of alcohol and tobacco, the use of phony documents to purchase alcohol and tobacco and commit crimes such as cashing fraudulent checks. How to take action against those who buy alcohol for, or sell alcohol to, minors. Policies and procedures for handling liquor "sting" and compliance operations, and teenage drinking parties. Gambling offenses involving licensed drinking establishments.

WARRANTLESS SEARCHES

COORDINATOR: REGIONAL TRAINING COORDINATOR, CHIEF DONALD L. VITUM

CLASS SIZE: 15

This course will update officers on the most recent developments affecting warrantless searches under a variety of circumstances involving vehicles, residences, what constitutes a knowing waiver, and other related topics.

*****APPENDIX*****

STUDENT LETTER

FACILITY RULES

RECRUIT ACADEMY SCHEDULE

PART-TIME OFFICERS' SCHOOL SCHEDULE

CORRECTIONS ACADEMY SCHEDULE

AUDIO/VIDEO TRAINING

COLLEGE CREDITS

INSTRUCTOR CERTIFICATION

CEU'S AND COURSE COMPLETIONS

APPLICATION PROCEDURES

REGISTRATION APPLICATION

EXPENSE GUIDELINES FOR SPECIALIZED TRAINING GRANTS

SPECIALIZED TRAINING GRANT APPLICATION

August 06, 2004

Dear Student:

Enclosed in your packet you will find a copy of the facility rules, which are binding on everyone attending schools and seminars coordinated by the Council.

People are always eager to criticize those of us in the criminal justice profession, and the Council's programs, and the image of our profession, can easily be hurt by a student's single, thoughtless act.

We are located adjacent to the campus of a civilian college, the New Hampshire Community Technical Institute, and the Christa McAuliffe Planetarium. Visitors to our facility include news media, legislators, educators and citizens, any of whom may be present at any given time. This makes following the facility rules especially important.

The Council's primary mandate is training, and this has to take precedence over all of our other activities. When recruits are in residence, reveille is at 0500 hours, and they are required to observe "lights out" at 2130 hours. They are not allowed to engage in conversation with other students. If in-service students receive permission to stay at the facility rather than make accommodations at a local hotel, they are not allowed to disrupt the recruit academy's routine.

Please take a minute to review the rules, violation of which can result in disciplinary action by the council as well as your own agency, and help us to avoid problems which can adversely reflect on us all.

Yours in Law Enforcement,

Keith H. Lohmann, Director

KHL/dlb

*****NH POLICE STANDARDS & TRAINING COUNCIL*****

FACILITY RULES

THE FOLLOWING RULES SHALL BE OBSERVED BY ALL PERSONS ATTENDING PROGRAMS AT THE NEW HAMPSHIRE POLICE STANDARDS AND TRAINING FACILITY.

ACCESS AREAS - guests or other students are not permitted in the area of the recruit academy living quarters. In-service students staying overnight are not allowed to have guests. **Students are not permitted in rooms of students of the opposite sex, and no romantic activity between students is permitted.**

ALARM SYSTEM - The intrusion alarm system will be turned on from 10:00 p.m. to 7:00 a.m. Overnight students without pass cards must be back in the building by 9:45 p.m. or will not be readmitted. To leave in an emergency, contact an Academy staff member to disable the alarm system.

ALCOHOL/DRUGS - No person shall be allowed on the premises with the odor of alcoholic beverages on their breath, and possession or consumption of illegal drugs or of alcoholic beverages at the facility is prohibited, except for the controlled drinking demonstrations at Intoxilyzer schools. **Violation of this rule will result in immediate dismissal and possible decertification.**

ATTIRE - All persons attending programs at the facility shall attend classes dressed in one of the following acceptable attires:

Male Personnel:

1. Official department uniform; or
2. A suit or sports jacket with dress shirt and tie; or sports shirt and sweater;
3. Slacks with coordinated open-collar shirt

Female Personnel:

1. Official department uniform; or
2. A dress; or
3. Skirt and blouse or sweater combination; or
4. Slacks and coordinated blouse

Blue jeans, denims, dungarees, casual shorts or sneakers are not to be worn during training sessions unless authorized by the class supervisor for a particular class. Casual attire is allowed after hours.

CARE OF BUILDING - This building is provided by the people of New Hampshire for our benefit. All students and visitors shall treat the building and furniture as you would your own home. Do not put your feet on the wall, lean your chairs back, sit on tables, or otherwise mistreat the facility. Dispose of trash in designated trash receptacles. Report any damage or non-working items to staff at once.

CONDUCT - While attending the facility, your conduct, both on and off the campus, reflects on the Training Council and your agency. Conduct unbecoming an officer will be dealt with accordingly. Students shall remain attentive during all class periods, and shall display proper respect and courtesy toward instructors, Council personnel, visitors and fellow students, and avoid using profanity, offensive terminology or gestures. Proper conduct is also required on the Technical Institute campus and on remote locations.

CONVERSATIONS WITH RECRUITS - The Council's primary statutory mandate is recruit training. The recruit academy must take precedence over all other activity at the facility. Recruits undergo 12 weeks of strict paramilitary training and are forbidden to engage in conversation. If you speak to a recruit, you cause problems for the recruit as well as yourself. In-service students shall not engage recruits in unnecessary conversation, nor subject them to any harassment whatsoever.

FIREARMS - Firearms shall not be worn visibly in the facility or on campus, unless the student is wearing a distinguishable police uniform. Firearms shall not be stored in dormitory rooms, but shall be stored in the firearm storage room or locked in the trunk of your vehicle. No horseplay or brandishing of any type of weapons is allowed at any time. **If you need assistance in securing a weapon, see a staff member.**

FOOD AND DRINK - Food and drink shall be consumed only in designated areas, and shall not be consumed or stored in dormitory rooms or brought into classrooms.

GAMBLING - Gambling in any form is prohibited.

HARASSMENT - No harassment or intolerance shall be shown at any time to students, staff or visitors based on sex, age, and religion, or lifestyle preference.

HONOR CODE - All police and corrections officers and probation/parole officers are expected to abide by the Honor Code. Lying or cheating is strictly forbidden, and it is also an infraction to be aware of violations and not report them. Violators of the Honor Code or the Law Enforcement Officers' Code of Ethics face expulsion from class and possible decertification.

INFRACTIONS - Infractions of any of the foregoing rules may result in dismissal from the training program and/or subsequent Council programs, and an incident report may be sent to the student's agency. Any unwarranted damage to the facility or equipment, or failure to return Council property shall result in direct billing to the student, with a copy to the student's agency. Any criminal offenses committed on campus shall be referred to the local police department for prosecution, and to the Council for a decertification hearing.

LOUD NOISES/LANGUAGE - Persons using the facility shall not congregate, or engage in loud noises in the hallways or classrooms, use vulgar or unprofessional language, or otherwise demonstrate improper behavior, and shall show courtesy to staff and other students at all times. Breaks shall be taken in the designated break areas.

LOUNGE - Students shall help to keep any lounge areas clean by disposing of their own garbage. Students shall be considerate of others by keeping the television and conversation levels down. Lounge area is closed at 11:30 p.m.

NEW HAMPSHIRE COMMUNITY TECHNICAL INSTITUTE CAMPUS - The cafeteria and some classrooms are located on the campus of the New Hampshire Community Technical Institute, and contact with civilian students and instructors are inevitable. Your conduct while on the college campus shall at all times be in accordance with the highest professional standards.

PARKING - Students and guests shall park their automobiles in the student parking area. Parking in restricted areas is prohibited. All vehicles shall be secured. Personal belongings and valuables shall not be left out in the open, but shall be secured in the trunk of your vehicle.

SMOKING - Students and guests shall not smoke or use tobacco in any form in the building.

TELEPHONE CALLS - Coin-operated telephones are provided in the dormitory areas and classroom area, and are the only phones available for student use. Student messages shall be received by the Council office and posted on the bulletin board in the foyer, or on the video message board.

VISITORS - Visitors shall be allowed only with staff permission, and shall be restricted to public areas. Each student shall be responsible for his or her guests. No visitors are permitted after normal business hours. No children or animals are allowed without special permission.

*****RECRUIT ACADEMY SCHEDULE*****

2004-2005

The dates listed below are for the Basic Recruit Academy, which requires overnight stay at the school for the first 10 weeks. Pre-entrance Physical Agility Tests are administered on the Monday one week prior to the start of the Academy. Departments sending three or more students to a single session can reserve slots. **Prerequisite: Must be hired and sworn in by a New Hampshire law enforcement agency and pass a medical examination, background investigation, criminal/motor vehicle record check, fingerprinting and physical fitness test.**

135TH POLICE ACADEMY
CLASS SIZE: 70+

AGILITY TEST DATE: AUGUST 23, 2004
DATE(S): AUGUST 30, 2004 – NOVEMBER 12, 2004

136TH POLICE ACADEMY
CLASS SIZE: 70+

AGILITY TEST DATE: DECEMBER 27, 2004
DATE(S): JANUARY 10, 2005 – APRIL 01, 2005

137TH POLICE ACADEMY
CLASS SIZE: 70+

AGILITY TEST DATE: MARCH 21, 2005
DATE(S): APRIL 11, 2005 – JULY 01, 2005

138TH POLICE ACADEMY
CLASS SIZE: 70+

AGILITY TEST DATE: AUGUST 08, 2005
DATE(S): AUGUST 22, 2005 – NOVEMBER 11, 2005

These are tentative dates to assist you in planning. The applications in this catalog are **not** to be used for the Academy. Upon receipt of the **Employee Status Notification Form A** for a full-time officer, our staff will schedule the officer for the next available session of the Academy. The Recruit Academy applications will be forwarded to you at that time.

All full-time officer applicants for certification based on prior training and experience will be required to submit a medical examination on a Council-approved form and pass the Academy entrance physical fitness test, the same as all other recruits.

A rigorous Police Academy physical fitness test, based on the Cooper Aerobics Institute standards at the 35th percentile, will be required, with recruits required to achieve 50th percentile upon graduation.

Part-time officers are welcome to attend the full-time Academy, if they are sworn in and working for their department and are covered by their department's Workers' Compensation insurance, whenever space is available.

*****PART-TIME OFFICERS' SCHOOLS*****

2004-2005

Prerequisite: Must be hired and sworn in by a New Hampshire law enforcement agency, and pass a background investigation and criminal record check by that agency prior to attending. Sponsoring by a department for purposes of attendance at one of these schools is not permitted; the officer must be hired and sworn-in with the purpose of actually working for the department.

The Basic Part-Time Officer Certification Training covers such topics as legal areas, tactics, survival, motor vehicle laws, criminal code, search & seizure, constitutional law and many others. Basic Certification Training is **required** for certification as a part-time officer. **Part-time officers may not work in excess of 1300 hours a year unless they have graduated from the full-time academy.** Basic Training Schools will continue to be held at the same regional locations as last year. Most locations have weeknight training built into the schedule, including Saturdays from 8:00 A.M. to 5:30 P.M.

The Council no longer approves additional unscheduled local part-time schools, so you are advised to schedule your new part-time officers for one of the schools listed.

*****PART-TIME OFFICERS' SCHEDULE*****

2004-2005

242ND PART-TIME SCHOOL (UNH)

COORDINATOR: CAPTAIN THOMAS J. WALSH

CLASS SIZE: 60

DATE: SEPTEMBER 2004

243RD PART-TIME SCHOOL (CONCORD)

(SIMULCAST TO KEENE, LITTLETON, PEASE)

COORDINATOR: CAPTAIN THOMAS J. WALSH

CLASS SIZE: 60

DATE: JANUARY 2005

244TH PART-TIME SCHOOL (CONCORD)

(SIMULCAST TO KEENE, LITTLETON, PEASE)

COORDINATOR: CAPTAIN THOMAS J. WALSH

CLASS SIZE: 60

DATE: MARCH 2005

Updates regarding actual starting dates and times will be sent out to all departments two or three months in advance with registration information.

*****CORRECTIONS ACADEMY SCHEDULE*****

2004-2005

An expanded 8-week, non-residential course required for certification by the New Hampshire Police Standards & Training Council as a State Correctional Officer. Also required by the Department of Corrections for civilian employees of the agency as a condition of employment.

Prerequisite: Must be hired by the New Hampshire Department of Corrections and pass a medical examination, background investigation, criminal record check, fingerprinting, and physical fitness test.

CORRECTIONS ACADEMY #77
CLASS SIZE: 40

AGILITY TEST DATE: AUGUST 09, 2004
DATE(S): AUGUST 16, 2004 – OCTOBER 08, 2004

CORRECTIONS ACADEMY #78
CLASS SIZE: 40

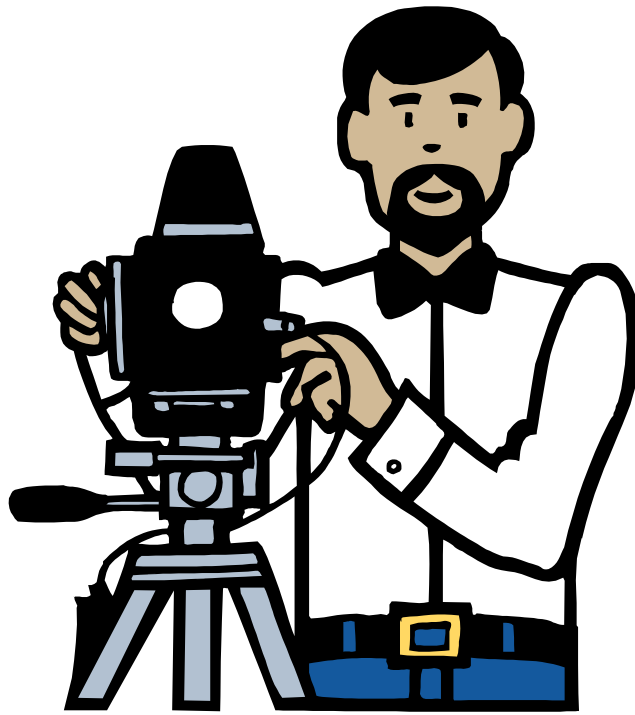
AGILITY TEST DATE: OCTOBER 18, 2004
DATE(S): OCTOBER 25, 2004 – DECEMBER 17, 2004

CORRECTIONS ACADEMY #79
CLASS SIZE: 40

AGILITY TEST DATE: MARCH 07, 2005
DATE(S): MARCH 14, 2005 – MAY 06, 2005

CORRECTIONS ACADEMY #80
CLASS SIZE: 40

AGILITY TEST DATE: AUGUST 01, 2005
DATE(S): AUGUST 15, 2005 – OCTOBER 07, 2005



*****AUDIO/VISUAL TRAINING*****

Our Audio/Visual Department has produced nearly 100 programs in-house for training. In addition, we have a large collection of training programs from numerous other sources. New Hampshire Police Standards and Training is proud to be a member of the Law Enforcement Video Association and through the Association, we can access training programs on almost any topic.

Contact us for a copy of our new "**Video Catalog**" and also look for periodic updates in Articulate Suspicion, our newsletter.

If you would like to produce your own training tape, please feel free to contact us for assistance by calling 271-2133. Please try to give 14 days advance notice to reserve a special tape.

*****COLLEGE CREDITS*****

Several educational institutions are currently awarding credits toward a college degree for completion of various courses offered by the Police Standards and Training Council.

The NH Department of Community Technical Colleges, of which PSTC is a unit, offers college credits for completion of the 12-week Police Academy and the 8-week Corrections Academy, which are transferable to the NH Community Technical Institute and the regional Community Technical Colleges. The Institute allows up to 19 credits toward an Associate's Degree in Criminal Justice for completion of the Police Academy, or 12 credits for the Corrections Academy. Credits are also allowed for some in-service courses, such as the Juvenile Officer Institute and The Police Prosecutor School. The Institute offers a Distance Learning Program where a college degree may be obtained with a minimum amount of on-campus activity supplemented by independent study.

The UNH School of Lifelong Learning allows up to 20 credits for completion of the 12-week Basic Police Academy, and a lesser amount for completion of an Academy prior to the current 12-week program.

Other schools, including Hesser College, McIntosh College, and Franklin Pierce College allow varying credits for passing the Police Academy and Corrections Academy, depending on the length of the curriculum for the particular Academy attended, and the degree for which the candidate is enrolling. Credit is also sometimes awarded for attendance at some of our more extensive In-service Training courses, particularly those, which include written or practical final examinations, such as the 3-week Juvenile Officer Institute, the Prosecutor School, and the Instructor Development School.

If your officers are considering furthering their formal education, it is always a good idea to check with the Registrar of the college of their choice, as they may already have a head start toward a degree as the result of their police or corrections training courses.

It should also be noted that there are a number of colleges who offer experiential learning situations, whereby students can pursue a degree with reduced classroom time due to independent study. Although some of these programs, such as those offered by Vermont College, Rio Salado College, Ottawa University, Union College, Roger Williams University, and the NH Community Technical Institute are well regarded and of high quality, others are not. Some states, such as California, accredit institutions on a state basis that are not accredited by the applicable regional college accreditation body. Some employers will not recognize degrees from such institutions, so it is a good idea when considering a college, especially one located out-of-state and offering independent study, to make sure the institution is fully accredited by the appropriate regional accrediting body, and not just the Department of Education for that particular state.

*****INSTRUCTOR CERTIFICATION*****

The Police Standards and Training Council issues Adjunct Instructor Certification to persons who teach at Council-sponsored schools, including the Police Academy, the Corrections Academy, and In-Service schools. The program may be expanded to include instructors who teach at Council-sponsored, Part-time Officer Basic Training schools.

At the present time, since we have no opportunity to observe or evaluate instructors who do not teach at Council schools, we cannot confer Adjunct Instructor status to instructors who only teach for their own department. We issue diplomas to persons who successfully complete our Instructor Development course, but these constitute acknowledgement of course completion, rather than conferring Adjunct Instructor status.

Persons who successfully complete our Defensive Tactics Instructor courses, Emergency Driving Instructor courses, and Firearms Instructor courses are considered qualified to provide periodic refresher training to members of area departments in the field, and to assist Council staff in presenting instruction at the Training Facility in these specific specialty areas. Certificates of Completion for these courses are sufficient, provided the instructors' training is updated and he/she teaches on a regular basis. Adjunct Certificates will not normally be issued for these specialty areas, but these areas may appear on Adjunct Instructor Certificates of persons who instruct in a variety of areas.

To qualify for an Adjunct Instructor Certificate, the candidate must be a lecturer at one of our basic or in-service police or corrections courses with a degree from an accredited institution of higher learning in the field to be taught (or a related discipline), or who has completed an Instructor Development course and has at least two years of teaching and/or work experience in the subject matter to be taught; or any other combination of education and experience deemed by the Director to be the equivalent of the above, who possesses adequate pedagogical skills or the ability to present practical instruction in a relevant topic. These certificates are applied for by completing a form available in the Office of the Director.

*****CEU'S AND COURSE COMPLETIONS*****

The Council issues CEU's (Continuing Education Units) for the completion of in-service training courses sponsored by the Council. CEU's are a fairly standard way of recognizing training in the industry, and are awarded at the rate of one CEU per ten contact hours of class.

CEU's are a quantitative measure of training rather than a qualitative one. They do not take into account such factors as instructor credentials or whether a written examination was given; therefore, they do not translate into college credits in most cases. The only exception is that they might be taken into consideration by college registrars in cases where credit is given for experiential learning. The primary purpose of the awarding of CEU's is to give employers a yardstick by which to judge the quantity of training which their employees have received, and to recognize their attendance in courses to advance their professionalism.

In the case of one-day courses, since they involve less than ten contact hours of class time, no CEU's are awarded, but the Council sends a Course Completion notice to the employing agency. For all other in-service courses, a predetermined number of CEU's are awarded, according to a schedule established at the time the course is developed, and based generally on the one CEU per ten contact hours' criteria.

IN ORDER TO PROPERLY RECEIVE TOTAL CREDIT IN EITHER CASE, THE OFFICER MUST BE PRESENT FOR THE ENTIRE COURSE. NO PARTIAL CREDIT WILL BE AWARDED.



*****APPLICATION PROCEDURES*****

1. Application for enrollment must be made on the following application form (or a reproduced copy of it). All information must be completed to be accepted.
2. **Applications for enrollment will not be accepted earlier than 90 days prior to the scheduled date of class.**
3. **Deadline for submission of application is 30 days prior to scheduled date of class.**
4. Notification of acceptance or rejection will normally be forwarded to the department head 20 days prior to the beginning date of a particular class.
5. In case of over-enrollment, the course coordinator will approve the final selection, which will be based on:
 - A. The date the application was received in our office,
 - B. The number of students per department requesting slots,
 - C. Previous enrollment of students accepted from that department,
 - D. Extenuating circumstances or special needs as determined by the Director.

6. FACILITY ACCOMMODATIONS

- A. Rooms are available to students accepted in Council programs. Subject to availability, it may be necessary to restrict rooms to those commuting 45 miles and more. Bedding is available; however, students will need to provide their own towels.
- B. The Council will provide meals to students only in certain specialized courses. The cafeteria at the New Hampshire Community Technical Institute is available for purchase of meals by those not otherwise entitled to meals. Approval for meals provided by the Council will be verified in the acceptance letters.

7. CHANGES IN THE TRAINING SCHEDULE

If there are any changes or additions to the training schedule, notification will be sent to your department. We reserve the right to cancel any school due to lack of enrollment, unavailability of an instructor, or other unforeseen circumstances.

8. DISABLED INDIVIDUALS

If you have a disability and require special accommodations, you must notify us at the time you sign up for a class. No accommodations can be made on the day a class begins, unless we were notified in advance.

9. OUT-OF-STATE INSTRUCTOR FEE

A charge of \$50 may be assessed against any department that reserves a slot at a school for which PSTC is paying an out-of-state instructor, if your student does not attend the course and was not excused from attendance in time for us to schedule a replacement.

NH POLICE STANDARDS & TRAINING COUNCIL
17 Institute Drive
Concord, NH 03301-7413
Tel #: (603) 271-2133 Fax #: (603) 271-1785
COURSE REGISTRATION APPLICATION

COURSE TITLE: _____

DEPARTMENT: _____ **DATE(S):** _____

NOTE: A charge of \$50 may be assessed against any department that reserves a slot at a school for which we are paying an out-of-state instructor, if your student does not attend the course and was not excused from attendance in time for us to schedule a replacement.

***Out-of-State departments must include mailing address to insure receipt of certificate.**

PLEASE NOTE:

Due to scheduling requirements, **applications received sooner than 90 or later than 30 days before a scheduled school will not be accepted**. If cancellation of an application is necessary, please notify this office immediately. You may request an accommodation for a disabling condition in order to attend this course.

NOTE: APPLICANTS ARE CONSIDERED IN THE ORDER THEY ARE LISTED BELOW

RANK	FULL LEGAL NAME	FT/PT	Area for Teleconferencing courses only			
			INDICATE by (√) WHERE ATTENDING			
			Concord	Keene	Littleton	Pease

IF YOU DO NOT INDICATE WHERE ATTENDING, YOU MAY FORFEIT YOUR CHANCE OF ATTENDANCE!

APPLICANTS FOR FIREARMS COURSES, PLEASE NOTE THE FOLLOWING:

1. Certified Instructor: Semi [] Rev [] Both []
2. Issued Weapons: Semi [] Rev [] Both []
3. Certified in: Chemical Agents [] Shotgun []
4. List any advanced certifications: _____

Signature of Dept. Head or Training Officer

Printed Name & Title

Date

*****NH POLICE STANDARDS & TRAINING COUNCIL*****

EXPENSE GUIDELINES FOR SPECIALIZED TRAINING GRANTS

The NH Police Standards & Training Council has a limited amount of money to fund New Hampshire law enforcement agencies for out-of-state training during the next fiscal year. Applications should be submitted on the approved application form, and signed by the head of the law enforcement agency, under the following guidelines:

1. The only grants, which will be considered, are for specialized training courses of a type not available in New Hampshire.
2. The department should agree to permit the NH Police Standards & Training Council to copy any notebooks, handouts or other instructional materials upon request.
3. Unless a special exception is granted, applications should be postmarked at least 90 days prior to the start of the scheduled training course, since grants are awarded by a majority vote of the Council at a scheduled meeting, and once voted by the Council, some grants are subject to further ratification by the Governor and Council.
4. Grants will not be awarded retroactively, and agencies are cautioned to make sure they have received written notice from PSTC that their grant has been approved by both the Council and, if applicable, the Governor and Council, before expending any funds.
5. Once a grant has been approved, a check will be forwarded to the law enforcement agency for the state's share of the grant.
6. Grant budgets listing expenses in excess of the following guidelines will be rejected:

Hotels: Whenever possible, hotel arrangements shall be at the most reasonable room rate available, and if accommodations are available at a special package rate for attendees, this rate shall be utilized.

Incidentals: Incidentals such as the cost of laundry or dry cleaning, tips, cable TV or movies, room service, repair of clothing, etc., are not allowable.

<u>Telephone:</u>	Neither local nor long distance telephone calls are allowable expenses.
<u>Length of Stay:</u>	Transportation schedules shall be arranged as to keep to a minimum the travel days and overnight accommodations. If an individual arrives earlier, or stays beyond the conclusion of a conference or school for personal reasons, this will be at his/her own expense.
<u>Transportation:</u>	All air travel shall be on a coach basis, not to exceed the least expensive airfare available (super-saver, etc.) between origin and destination. Travel by private vehicle may be allowed at 37.5¢ per mile. No reimbursement will be allowed for travel by official vehicles. Ground transportation to and from the airport is allowable at a cost not to exceed \$15. Per trip. Manipulation of travel schedules to accrue benefits under a frequent flyer plan is not allowable. The Council does not reimburse for travel expense to New Hampshire, Maine, Vermont or Massachusetts or other locations within normal driving distance.
<u>Rental Cars:</u>	The cost of rental cars are only allowable where it can be documented that there is no other means of transportation, and for the shortest possible period of time.
<u>Meals:</u>	Estimated meal costs are allowable up to \$35.00 per day, not to exceed \$7.00 for breakfast, \$10.00 for lunch, and \$18.00 for dinner, including gratuity. Where a planned meal function is scheduled, no other meal charges during that mealtime will be allowable.
<u>Registration</u>	Actual registration or tuition fees and costs of textbooks, etc., are allowable.
<u>Fees:</u>	The cost of tours and entertainment are not allowable.
<u>New England Inst</u>	The maximum amount the Council will contribute toward an officer's attendance at the Command Training Institute of The New England Association of Chief of Police is \$1000.00 per officer.

*****NH POLICE STANDARDS & TRAINING COUNCIL*****

SPECIALIZED TRAINING GRANT APPLICATION

NOTE: Applications must be filled out in complete detail, signed by the agency head, and postmarked at least 90 days prior to the start of scheduled training. No retroactive grants will be considered. Acknowledgement in writing that the grant has been approved by the Council must be received by the agency prior to the expenditures or commitment of funds.

APPLICATION SUBMITTED BY:

Department: _____

Name & Title: _____
(Type or print)

Signature: _____

Approved by Agency Head: _____
(Name and title)

Signature of Agency Head: _____ Date Submitted: _____

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1. Brief description of training program (lists sponsor, title, location, city and state where training will be held).

2. Proposed training dates (including travel days):

3. Proposed Attendee(s):

4. Please describe in detail the type of training, and its applicability to your agency:

5. Is similar training available in New Hampshire? If so, why do you feel this school is required?
6. Is similar training available elsewhere at a lower cost? If so, why did you choose this school?
7. Do you agree, upon request, to make copies of all notebooks, handouts, etc. available to the NH Police Standards & Training Council to copy at no cost?
Yes [] No []
8. Do you agree, upon request, to make your employee available at no cost, at a mutually convenient date, to lecture on this subject at NH Police Standards & Training Council courses?
Yes [] No []
9. Proposed itemized expenditures for this training: (Itemize registration fees, tuition, air travel, ground transportation, lodging, meals, etc. Do not exceed amounts specified in grant guidelines.)

Registration Fee: \$_____ Tuition: \$_____ Lodging: \$_____

Meals: \$_____ Air Fare: \$_____ Ground Transportation: \$_____

Other/Misc: \$_____ Total Cost: \$_____

Total Cost: \$_____

Requesting Department's Share (1/3): \$_____

Council Share (2/3): \$ _____

(Be sure to enclose a copy of any brochures or other material describing in detail the specialized training course. Make a separate application for each course.)

STAFF RECOMMENDATION: Grant [] Deny []

By: _____ Date of Council Approval/Denial: _____
(Initials)

Date of Governor and Council ratification, if required: _____

IN-SERVICE CLASSES BY COURSE CATEGORY

COURSE TITLE	CATEGORY	START DATE	END DATE
Conflict Resolution thru Effective Comm	Communication	01/25/2005	01/25/2005
Effective Business Communication	Communication	11/01/2004	11/02/2004
Hostage Negotiations	Communication	02/07/2005	02/09/2005
Instructor Development	Communication	10/18/2004	10/22/2004
Instructor Development	Communication	05/16/2005	05/20/2005
Media Training Boot Camp	Communication	01/11/2005	01/12/2005
Oral Advocacy	Communication	03/07/2005	03/07/2005
Survival Spanish	Communication	04/04/2005	04/07/2005
Police Driving Refresher	Driving	11/08/2004	11/09/2004
Police Driving Refresher	Driving	06/06/2005	06/07/2005
Skid Avoidance/Skid Control	Driving	04/18/2005	04/22/2005
Basic Drug Investigation	Drugs/Alcohol	02/07/2005	02/11/2005
Breath Test Operator	Drugs/Alcohol	10/05/2004	10/07/2004
Breath Test Operator	Drugs/Alcohol	11/16/2004	11/18/2004
Breath Test Operator	Drugs/Alcohol	03/15/2005	03/17/2005
Breath Test Operator	Drugs/Alcohol	04/19/2005	04/21/2005
Breath Test Operator	Drugs/Alcohol	06/21/2005	06/23/2005
Breath Test Operator Recert	Drugs/Alcohol	09/10/2004	09/10/2004
Breath Test Operator Recert	Drugs/Alcohol	09/24/2004	09/24/2004
Breath Test Operator Recert	Drugs/Alcohol	09/27/2004	09/27/2004
Breath Test Operator Recert	Drugs/Alcohol	10/15/2004	10/15/2004
Breath Test Operator Recert	Drugs/Alcohol	10/25/2004	10/25/2004
Breath Test Operator Recert	Drugs/Alcohol	11/05/2004	11/05/2004
Breath Test Operator Recert	Drugs/Alcohol	11/12/2004	11/12/2004
Breath Test Operator Recert	Drugs/Alcohol	12/06/2004	12/06/2004
Breath Test Operator Recert	Drugs/Alcohol	12/17/2004	12/17/2004
Breath Test Operator Recert	Drugs/Alcohol	01/07/2005	01/07/2005
Breath Test Operator Recert	Drugs/Alcohol	01/21/2005	01/21/2005
Breath Test Operator Recert	Drugs/Alcohol	02/04/2005	02/04/2005
Breath Test Operator Recert	Drugs/Alcohol	02/18/2005	02/18/2005
Breath Test Operator Recert	Drugs/Alcohol	03/11/2005	03/11/2005
Breath Test Operator Recert	Drugs/Alcohol	03/21/2005	03/21/2005
Breath Test Operator Recert	Drugs/Alcohol	04/15/2005	04/15/2005

Breath Test Operator Recert	Drugs/Alcohol	04/25/2005	04/25/2005
Breath Test Operator Recert	Drugs/Alcohol	05/06/2005	05/06/2005
Breath Test Operator Recert	Drugs/Alcohol	05/20/2005	05/20/2005
Breath Test Operator Recert	Drugs/Alcohol	06/03/2005	06/03/2005
Breath Test Operator Recert	Drugs/Alcohol	06/13/2005	06/13/2005
HGN/SFST	Drugs/Alcohol	10/12/2004	10/14/2004
HGN/SFST	Drugs/Alcohol	01/11/2005	01/13/2005
HGN/SFST	Drugs/Alcohol	03/08/2005	03/10/2005
HGN/SFST	Drugs/Alcohol	04/12/2005	04/14/2005
HGN/SFST	Drugs/Alcohol	05/24/2005	05/26/2005
Firearms Instructor	Firearms	03/14/2005	03/18/2005
Firearms Instructor	Firearms	06/06/2005	06/10/2005
Firearms Instructor Recert	Firearms	10/28/2004	10/28/2004
Firearms Instructor Recert	Firearms	11/09/2004	11/09/2004
Firearms Instructor Recert	Firearms	01/13/2005	01/13/2005
Firearms Instructor Recert	Firearms	02/10/2005	02/10/2005
Firearms Instructor Recert	Firearms	03/22/2005	03/22/2005
Firearms Instructor Recert	Firearms	05/16/2005	05/16/2005
Firearms Instructor Recert	Firearms	06/16/2005	06/16/2005
Firearms Skill Builder	Firearms	11/03/2004	11/03/2004
Firearms Skill Builder	Firearms	01/06/2005	01/06/2005
Firearms Skill Builder	Firearms	03/16/2005	03/16/2005
Firearms Skill Builder	Firearms	05/10/2005	05/10/2005
Revolver Instructor	Firearms	12/01/2004	12/01/2004
Advanced Report Writing	Investigation	09/13/2004	09/14/2004
Advanced Report Writing	Investigation	04/18/2005	04/19/2005
Background Investigation	Investigation	10/06/2004	10/06/2004
Bad Check & Credit Card Fraud	Investigation	03/28/2005	03/28/2005
Basic Homeland Security	Investigation	11/29/2004	11/30/2004
Basic Homeland Security	Investigation	03/24/2005	03/25/2005
Burglary/Robbery Investigation	Investigation	01/31/2005	02/04/2005
Contemporary Gangs in the US	Investigation	11/17/2004	11/18/2004
Crime Scene Scenarios	Investigation	12/13/2004	12/14/2004
Digital Photography in LE	Investigation	10/12/2004	10/14/2004
Fraud Investigation	Investigation	11/15/2004	11/16/2004
Fraud Investigation	Investigation	05/02/2005	05/03/2005
Fraudulent Document Examination	Investigation	01/11/2005	01/13/2005

Identification & Invest. of Property Crimes	Investigation	02/09/2005	02/09/2005
Identity Theft	Investigation	03/14/2005	03/16/2005
Interview and Interrogation	Investigation	10/25/2004	10/29/2004
Interview and Interrogation	Investigation	04/18/2005	04/22/2005
Latent Recovery Techniques	Investigation	02/15/2005	02/18/2005
Law Enforcement Photography	Investigation	04/11/2005	04/15/2005
Pedestrian/Bicycle Crash Investigation	Investigation	05/16/2005	05/20/2005
Property & Evidence Management	Investigation	01/10/2005	01/11/2005
Role & Duties of First Responder	Investigation	01/19/2005	01/20/2005
Sources of Information for Inv	Investigation	10/18/2004	10/18/2004
Terrorism Prevention	Investigation	11/19/2004	11/19/2004
Terrorism Prevention	Investigation	04/01/2005	04/01/2005
Basic Prosecutor	Legal	09/20/2004	10/01/2004
Basic Prosecutor	Legal	02/07/2005	02/18/2005
Child Abuse Protocols	Legal	11/10/2004	11/10/2004
Expert Prosecution Witnesses	Legal	01/10/2005	01/10/2005
Motion Drafting & Legal Research	Legal	11/08/2004	11/08/2004
Rules of Evidence	Legal	09/09/2004	09/09/2004
Warrants and Complaints	Legal	12/06/2004	12/06/2004
Warrants and Complaints	Legal	04/11/2005	04/11/2005
Conducting Physical Fitness Test	Management	11/22/2004	11/22/2004
Conducting Physical Fitness Test	Management	01/24/2005	01/24/2005
Conducting Physical Fitness Test	Management	04/25/2005	04/25/2005
Field Training Officer	Management	11/01/2004	11/05/2004
Field Training Officer	Management	04/25/2005	04/29/2005
First Line Supervision	Management	11/29/2004	12/03/2004
Instituting and Managing a K9 Unit	Management	06/07/2005	06/08/2005
Managing the Marginal Employee	Management	03/21/2005	03/22/2005
School Resource Officer	Management	02/22/2005	02/25/2005
Breath Test Operator Recert	Regional	10/12/2004	10/12/2004
Breath Test Operator Recert	Regional	01/18/2005	01/18/2005
Breath Test Operator Recert	Regional	05/17/2005	05/17/2005
Firearms & Fish & Game Laws	Regional	TBA	TBA
Using Liquor Laws & False ID	Regional	09/08/2004	09/09/2004
Using Liquor Laws & False ID	Regional	01/26/2005	01/27/2005
Critical Incident Management	Tactical	01/06/2005	01/07/2005
Critical Incident Management	Tactical	05/05/2005	05/06/2005

[illegible]

IN-SERVICE CLASSES BY COURSE DATE

COURSE TITLE	CATEGORY	START DATE	END DATE
Expandable Baton Instructor	Tactical	TBA	TBA
Firearms & Fish & Game Laws	Regional	TBA	TBA
Handcuffing Refresher	Tactical	UPON	REQUEST
Shotgun Instructor	Tactical	TBA	TBA
Side Handle Baton Instructor	Training	TBA	TBA
Using Liquor Laws & False ID	Regional	09/08/2004	09/09/2004
Rules of Evidence	Legal	09/09/2004	09/09/2004
Breath Test Operator Recert	Drugs/Alcohol	09/10/2004	09/10/2004
Advanced Report Writing	Investigation	09/13/2004	09/14/2004
Basic Prosecutor	Legal	09/20/2004	10/01/2004
Breath Test Operator Recert	Drugs/Alcohol	09/24/2004	09/24/2004
Breath Test Operator Recert	Drugs/Alcohol	09/27/2004	09/27/2004
Breath Test Operator	Drugs/Alcohol	10/05/2004	10/07/2004
Background Investigation	Investigation	10/06/2004	10/06/2004
Breath Test Operator Recert	Regional	10/12/2004	10/12/2004
Digital Photography in LE	Investigation	10/12/2004	10/14/2004
HGN/SFST	Drugs/Alcohol	10/12/2004	10/14/2004
Breath Test Operator Recert	Drugs/Alcohol	10/15/2004	10/15/2004
Instructor Development	Communication	10/18/2004	10/22/2004
Sources of Information for Invest	Investigation	10/18/2004	10/18/2004
Breath Test Operator Recert	Drugs/Alcohol	10/25/2004	10/25/2004
Interview and Interrogation	Investigation	10/25/2004	10/29/2004
Firearms Instructor Recert	Firearms	10/28/2004	10/28/2004
Effective Business Communication	Communication	11/01/2004	11/02/2004
Field Training Officer	Management	11/01/2004	11/05/2004
Firearms Skill Builder	Firearms	11/03/2004	11/03/2004
Breath Test Operator Recert	Drugs/Alcohol	11/05/2004	11/05/2004
Motion Drafting & Legal Research	Legal	11/08/2004	11/08/2004
Police Driving Refresher	Driving	11/08/2004	11/09/2004
Firearms Instructor Recert	Firearms	11/09/2004	11/09/2004
Child Abuse Protocols	Legal	11/10/2004	11/10/2004
Breath Test Operator Recert	Drugs/Alcohol	11/12/2004	11/12/2004
Fraud Investigation	Investigation	11/15/2004	11/16/2004

Breath Test Operator	Drugs/Alcohol	11/16/2004	11/18/2004
Contemporary Gangs in the US	Investigation	11/17/2004	11/18/2004
Terrorism Prevention	Investigation	11/19/2004	11/19/2004
Conducting Physical Fitness Test	Management	11/22/2004	11/22/2004
Basic Homeland Security	Investigation	11/29/2004	11/30/2004
First Line Supervision	Management	11/29/2004	12/03/2004
Revolver Instructor	Firearms	12/01/2004	12/01/2004
At-Scene Crash Investigation	Traffic	12/06/2004	12/17/2004
Breath Test Operator Recert	Drugs/Alcohol	12/06/2004	12/06/2004
Warrants and Complaints	Legal	12/06/2004	12/06/2004
Crime Scene Scenarios	Investigation	12/13/2004	12/14/2004
Traffic Radar Operator	Traffic	12/15/2004	12/15/2004
Breath Test Operator Recert	Drugs/Alcohol	12/17/2004	12/17/2004
Pepper Spray Instructor	Tactical	12/22/2004	12/23/2004
Critical Incident Management	Tactical	01/06/2005	01/07/2005
Firearms Skill Builder	Firearms	01/06/2005	01/06/2005
Breath Test Operator Recert	Drugs/Alcohol	01/07/2005	01/07/2005
Expert Prosecution Witnesses	Legal	01/10/2005	01/10/2005
Property & Evidence Management	Investigation	01/10/2005	01/11/2005
Fraudulent Document Examination	Investigation	01/11/2005	01/13/2005
HGN/SFST	Drugs/Alcohol	01/11/2005	01/13/2005
Media Training Boot Camp	Communication	01/11/2005	01/12/2005
Firearms Instructor Recert	Firearms	01/13/2005	01/13/2005
Breath Test Operator Recert	Regional	01/18/2005	01/18/2005
Role & Duties of First Responder	Investigation	01/19/2005	01/20/2005
Breath Test Operator Recert	Drugs/Alcohol	01/21/2005	01/21/2005
Conducting Physical Fitness Test	Management	01/24/2005	01/24/2005
Conflict Resolution thru Effective Comm	Communication	01/25/2005	01/25/2005
Using Liquor Laws & False ID	Regional	01/26/2005	01/27/2005
Burglary/Robbery Investigation	Investigation	01/31/2005	02/04/2005
Breath Test Operator Recert	Drugs/Alcohol	02/04/2005	02/04/2005
Basic Drug Investigation	Drugs/Alcohol	02/07/2005	02/11/2005
Basic Prosecutor	Legal	02/07/2005	02/18/2005
Hostage Negotiations	Communication	02/07/2005	02/09/2005
Identification & Invest. of Property Crimes	Investigation	02/09/2005	02/09/2005
Firearms Instructor Recert	Firearms	02/10/2005	02/10/2005
Latent Recovery Techniques	Investigation	02/15/2005	02/18/2005

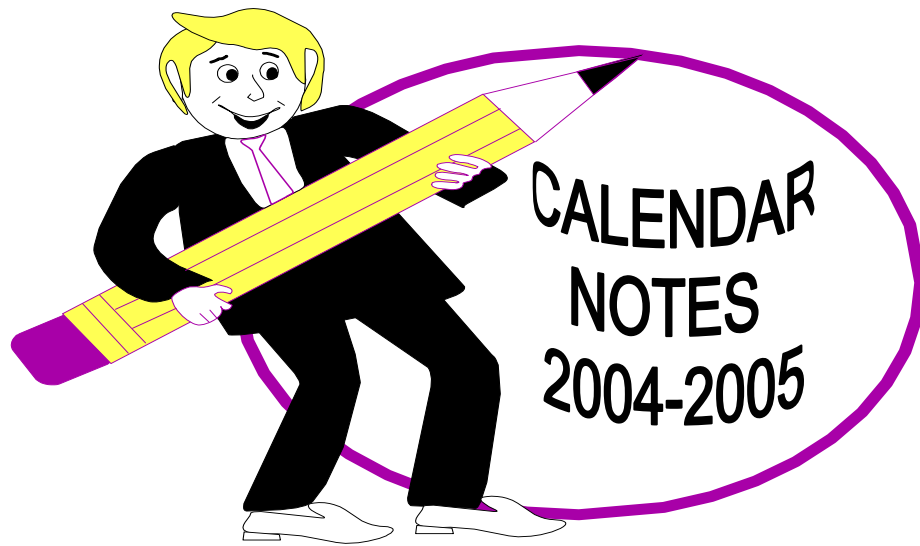
Breath Test Operator Recert	Drugs/Alcohol	02/18/2005	02/18/2005
School Resource Officer	Management	02/22/2005	02/25/2005
Oral Advocacy	Communication	03/07/2005	03/07/2005
Patrol Force Interaction w/ K9	Tactical	03/07/2005	03/07/2005
HGN/SFST	Drugs/Alcohol	03/08/2005	03/10/2005
Less Lethal Weapon	Tactical	03/08/2005	03/08/2005
Breath Test Operator Recert	Drugs/Alcohol	03/11/2005	03/11/2005
Firearms Instructor	Firearms	03/14/2005	03/18/2005
Identity Theft	Investigation	03/14/2005	03/16/2005
Breath Test Operator	Drugs/Alcohol	03/15/2005	03/17/2005
Firearms Skill Builder	Firearms	03/16/2005	03/16/2005
Breath Test Operator Recert	Drugs/Alcohol	03/21/2005	03/21/2005
Inspection/Invest. Comm Vehicle Crashes	Traffic	03/21/2005	03/25/2005
Managing the Marginal Employee	Management	03/21/2005	03/22/2005
Firearms Instructor Recert	Firearms	03/22/2005	03/22/2005
Basic Homeland Security	Investigation	03/24/2005	03/25/2005
Bad Check & Credit Card Fraud	Investigation	03/28/2005	03/28/2005
Terrorism Prevention	Investigation	04/01/2005	04/01/2005
Survival Spanish	Communication	04/04/2005	04/07/2005
Technical Crash Investigation	Traffic	04/04/2005	04/15/2005
Law Enforcement Photography	Investigation	04/11/2005	04/15/2005
Warrants and Complaints	Legal	04/11/2005	04/11/2005
Crowd & Riot Control	Tactical	04/12/2005	04/14/2005
HGN/SFST	Drugs/Alcohol	04/12/2005	04/14/2005
Breath Test Operator Recert	Drugs/Alcohol	04/15/2005	04/15/2005
Advanced Report Writing	Investigation	04/18/2005	04/19/2005
Interview and Interrogation	Investigation	04/18/2005	04/22/2005
Skid Avoidance/Skid Control	Driving	04/18/2005	04/22/2005
Breath Test Operator	Drugs/Alcohol	04/19/2005	04/21/2005
Breath Test Operator Recert	Drugs/Alcohol	04/25/2005	04/25/2005
Conducting Physical Testing	Management	04/25/2005	04/25/2005
Field Training Officer	Management	04/25/2005	04/29/2005
Fraud Investigation	Investigation	05/02/2005	05/03/2005
Pepper Spray Instructor	Tactical	05/02/2005	05/03/2005
Police Mountain Bike Patrol	Tactical	05/02/2005	05/06/2005
Critical Incident Management	Tactical	05/05/2005	05/06/2005
Breath Test Operator Recert	Drugs/Alcohol	05/06/2005	05/06/2005

IN-SERVICE CLASSES BY COURSE TITLE

COURSE TITLE	CATEGORY	START DATE	END DATE
Advanced Report Writing	Investigation	09/13/2004	09/14/2004
Advanced Report Writing	Investigation	04/18/2005	04/19/2005
At-Scene Crash Investigation	Traffic	12/06/2004	12/17/2004
Background Investigation	Investigation	10/06/2004	10/06/2004
Bad Check & Credit Card Fraud	Investigation	03/28/2005	03/28/2005
Basic Drug Investigation	Drugs/Alcohol	02/07/2005	02/11/2005
Basic Homeland Security	Investigation	11/29/2004	11/30/2004
Basic Homeland Security	Investigation	03/24/2005	03/25/2005
Basic Prosecutor	Legal	09/20/2004	10/01/2004
Basic Prosecutor	Legal	02/07/2005	02/18/2005
Breath Test Operator	Drugs/Alcohol	10/05/2004	10/07/2004
Breath Test Operator	Drugs/Alcohol	11/16/2004	11/18/2004
Breath Test Operator	Drugs/Alcohol	03/15/2005	03/17/2005
Breath Test Operator	Drugs/Alcohol	04/19/2005	04/21/2005
Breath Test Operator	Drugs/Alcohol	06/21/2005	06/23/2005
Breath Test Operator Recert	Drugs/Alcohol	09/10/2004	09/10/2004
Breath Test Operator Recert	Drugs/Alcohol	09/24/2004	09/24/2004
Breath Test Operator Recert	Drugs/Alcohol	09/27/2004	09/27/2004
Breath Test Operator Recert	Regional	10/12/2004	10/12/2004
Breath Test Operator Recert	Drugs/Alcohol	10/15/2004	10/15/2004
Breath Test Operator Recert	Drugs/Alcohol	10/25/2004	10/25/2004
Breath Test Operator Recert	Drugs/Alcohol	11/05/2004	11/05/2004
Breath Test Operator Recert	Drugs/Alcohol	11/12/2004	11/12/2004
Breath Test Operator Recert	Drugs/Alcohol	12/06/2004	12/06/2004
Breath Test Operator Recert	Drugs/Alcohol	12/17/2004	12/17/2004
Breath Test Operator Recert	Drugs/Alcohol	01/07/2005	01/07/2005
Breath Test Operator Recert	Regional	01/18/2005	01/18/2005
Breath Test Operator Recert	Drugs/Alcohol	01/21/2005	01/21/2005
Breath Test Operator Recert	Drugs/Alcohol	02/04/2005	02/04/2005
Breath Test Operator Recert	Drugs/Alcohol	02/18/2005	02/18/2005
Breath Test Operator Recert	Drugs/Alcohol	03/11/2005	03/11/2005
Breath Test Operator Recert	Drugs/Alcohol	03/21/2005	03/21/2005
Breath Test Operator Recert	Drugs/Alcohol	04/15/2005	04/15/2005

Breath Test Operator Recert	Drugs/Alcohol	04/25/2005	04/25/2005
Breath Test Operator Recert	Drugs/Alcohol	05/06/2005	05/06/2005
Breath Test Operator Recert	Regional	05/17/2005	05/17/2005
Breath Test Operator Recert	Drugs/Alcohol	05/20/2005	05/20/2005
Breath Test Operator Recert	Drugs/Alcohol	06/03/2005	06/03/2005
Breath Test Operator Recert	Drugs/Alcohol	06/13/2005	06/13/2005
Burglary/Robbery Investigation	Investigation	01/31/2005	02/04/2005
Child Abuse Protocols	Legal	11/10/2004	11/10/2004
Conducting Physical Fitness Testing	Management	11/22/2004	11/22/2004
Conducting Physical Fitness Testing	Management	01/24/2005	01/24/2005
Conducting Physical Fitness Testing	Management	04/25/2005	04/25/2005
Conflict Resolution th Effective Comm	Communication	01/25/2005	01/25/2005
Contemporary Gangs in the US	Investigation	11/17/2004	11/18/2004
Crime Scene Scenarios	Investigation	12/13/2004	12/14/2004
Critical Incident Management	Tactical	01/06/2005	01/07/2005
Critical Incident Management	Tactical	05/05/2005	05/06/2005
Crowd & Riot Control	Tactical	04/12/2005	04/14/2005
Digital Photography in LE	Investigation	10/12/2004	10/14/2004
Effective Business Communication	Communication	11/01/2004	11/02/2004
Expandable Baton Instructor	Tactical	TBA	TBA
Expert Prosecution Witnesses	Legal	01/10/2005	01/10/2005
Field Training Officer	Management	11/01/2004	11/05/2004
Field Training Officer	Management	04/25/2005	04/29/2005
Firearms & Fish & Game Laws	Regional	TBA	TBA
Firearms Instructor	Firearms	03/14/2005	03/18/2005
Firearms Instructor	Firearms	06/06/2005	06/10/2005
Firearms Instructor Recert	Firearms	10/28/2004	10/28/2004
Firearms Instructor Recert	Firearms	11/09/2004	11/09/2004
Firearms Instructor Recert	Firearms	01/13/2005	01/13/2005
Firearms Instructor Recert	Firearms	02/10/2005	02/10/2005
Firearms Instructor Recert	Firearms	03/22/2005	03/22/2005
Firearms Instructor Recert	Firearms	05/16/2005	05/16/2005
Firearms Instructor Recert	Firearms	06/16/2005	06/16/2005
Firearms Skill Builder	Firearms	11/03/2004	11/03/2004
Firearms Skill Builder	Firearms	01/06/2005	01/06/2005
Firearms Skill Builder	Firearms	03/16/2005	03/16/2005
Firearms Skill Builder	Firearms	05/10/2005	05/10/2005

First Line Supervision	Management	11/29/2004	12/03/2004
Fraud Investigation	Investigation	11/15/2004	11/16/2004
Fraud Investigation	Investigation	05/02/2005	05/03/2005
Fraudulent Document Examination	Investigation	01/11/2005	01/13/2005
Handcuffing Refresher	Tactical	UPON	REQUEST
HGN/SFST	Drugs/Alcohol	10/12/2004	10/14/2004
HGN/SFST	Drugs/Alcohol	01/11/2005	01/13/2005
HGN/SFST	Drugs/Alcohol	03/08/2005	03/10/2005
HGN/SFST	Drugs/Alcohol	04/12/2005	04/14/2005
HGN/SFST	Drugs/Alcohol	05/24/2005	05/26/2005
Hostage Negotiations	Communication	02/07/2005	02/09/2005
Identification & Invest. of Property Crimes	Investigation	02/09/2005	02/09/2005
Identity Theft	Investigation	03/14/2005	03/16/2005
Inspection & Invest. Comm Vehicle Crashes	Traffic	03/21/2005	03/25/2005
Instituting and Managing a K9 Unit	Management	06/07/2005	06/08/2005
Instructor Development	Communication	10/18/2004	10/22/2004
Instructor Development	Communication	05/16/2005	05/20/2005
Interactive Firearms Training	Tactical	07/06/2005	07/08/2005
Interview and Interrogation	Investigation	10/25/2004	10/29/2004
Interview and Interrogation	Investigation	04/18/2005	04/22/2005
Latent Recovery Techniques	Investigation	02/15/2005	02/18/2005
Law Enforcement Photography	Investigation	04/11/2005	04/15/2005
Less Lethal Weapon	Tactical	03/08/2006	03/08/2005
Managing the Marginal Employee	Management	03/21/2005	03/22/2005
Media Training Boot Camp	Communication	01/11/2005	01/12/2005
Motion Drafting & Legal Research	Legal	11/08/2004	11/08/2004
Officer Survival	Tactical	06/29/2005	07/01/2005
Oral Advocacy	Communication	03/07/2005	03/07/2005
Patrol Force Interaction w/ K9	Tactical	03/07/2005	03/07/2005
Pedestrian/Bicycle Crash Investigation	Investigation	05/16/2005	05/20/2005
Pepper Spray Instructor	Tactical	12/22/2004	12/23/2004
Pepper Spray Instructor	Tactical	05/02/2005	05/03/2005
Police Driving Refresher	Driving	11/08/2004	11/09/2004
Police Driving Refresher	Driving	06/06/2005	06/07/2005
Police Mountain Bike Patrol	Tactical	05/02/2005	05/06/2005
Police Mountain Bike Refresher	Tactical	05/12/2005	05/13/2005
Police Mountain Bike Patrol Advanced Class	Tactical	06/13/2005	06/17/2005



*****LAW ENFORCEMENT CODE OF ETHICS*****

AS A LAW ENFORCEMENT OFFICER, MY FUNDAMENTAL DUTY IS TO SERVE MANKIND, TO SAFEGUARD LIVES AND PROPERTY; TO PROTECT THE INNOCENT AGAINST DECEPTION, THE WICKED AGAINST OPPRESSION OR INTIMIDATION, AND THE PEACEFUL AGAINST VIOLENCE OR DISORDER; AND TO RESPECT THE CONSTITUTIONAL RIGHTS OF ALL MEN TO LIBERTY; EQUALITY AND JUSTICE.

I WILL KEEP MY PRIVATE LIFE UNSULLIED AS AN EXAMPLE TO ALL, AND WILL BEHAVE IN A MANNER WHICH DOES NOT BRING DISCREDIT TO ME OR MY AGENCY. I WILL MAINTAIN COURAGEOUS CALM IN THE FACE OF DANGER, SCORN OR RIDICULE, DEVELOP SELF-RESTRAINT, AND BE CONSTANTLY MINDFUL OF THE WELFARE OF OTHERS.

HONEST IN THOUGHT AND DEED IN BOTH MY PERSONAL AND OFFICIAL LIFE, I WILL BE EXEMPLARY IN OBEYING THE LAWS AND THE REGULATIONS OF MY DEPARTMENT. WHATEVER I SEE OR HEAR OF A CONFIDENTIAL NATURE OR THAT IS CONFIDED IN ME IN MY OFFICIAL CAPACITY WILL BE KEPT EVER SECRET UNLESS REVELATION IS NECESSARY IN THE PERFORMANCE OF MY DUTY.

I WILL NEVER ACT OFFICIALLY OR PERMIT PERSONAL FEELINGS, PREJUDICES, POLITICAL BELIEFS, ASPIRATIONS, ANIMOSITIES OR FRIENDSHIPS TO INFLUENCE MY DECISIONS. WITH NO COMPROMISE FOR CRIME AND WITH RELENTLESS PROSECUTION OF CRIMINALS, I WILL ENFORCE THE LAW COURTEOUSLY AND APPROPRIATELY WITHOUT FEAR OR FAVOR, MALICE OR ILL WILL, NEVER EMPLOYING UNNECESSARY FORCE OR VIOLENCE AND NEVER ACCEPTING GRATUITIES.

I RECOGNIZE THE BADGE OF MY OFFICE AS A SYMBOL OF PUBLIC FAITH, AND I ACCEPT IT AS PUBLIC TRUST TO BE HELD AS LONG AS I AM TRUE TO THE ETHICS OF THE POLICE SERVICE. I WILL NEVER ENGAGE IN ACTS OF CORRUPTION OR BRIBERY NOR WILL I CONDONE SUCH ACTS BY OTHER POLICE OFFICERS. I WILL COOPERATE WITH ALL LEGALLY AUTHORIZED AGENCIES AND THEIR REPRESENTATIVES IN THE PURSUIT OF JUSTICE.

I WILL CONSTANTLY STRIVE TO ACHIEVE THESE OBJECTIVES AND IDEALS, DEDICATING MYSELF BEFORE **GOD** AND MY CHOSEN PROFESSION...